

**DOUGLAS COUNTY BOARD OF COMMISSIONERS  
NOTICE OF REGULAR MEETING  
AUGUST 6, 2015 - MINDEN, NEVADA**

PURSUANT TO CHAPTER 241 OF THE NEVADA REVISED STATUTES AND THE LAWS OF THE STATE OF NEVADA, THE DOUGLAS COUNTY BOARD OF COMMISSIONERS HEREBY NOTIFIES ALL INTERESTED PARTIES THAT THE BOARD WILL CONDUCT BUSINESS OF THE COUNTY AS NOTICED BELOW:

THE REGULAR MEETING SHALL BE HELD ON THE **6<sup>th</sup> DAY OF AUGUST, 2015** BEGINNING AT **1:00 P.M.** IN THE DOUGLAS COUNTY COMMISSIONERS MEETING ROOM OF THE DOUGLAS COUNTY ADMINISTRATION BUILDING (HISTORIC COURTHOUSE), 1616 EIGHTH STREET, MINDEN, NEVADA.

THE AGENDA OF THE MEETING SHALL CONSIST OF THE FOLLOWING NOTED ITEMS (**SEE ATTACHED**), AS WELL AS ANY ITEMS APPENDED TO THIS NOTICE.

I HEREBY CERTIFY THAT ACCORDING TO THE PROVISIONS OF NRS 241, THIS NOTICE HAS BEEN POSTED AT LEAST TEN (10) WORKING DAYS PRIOR TO CONVENING OF THE MEETING.

BY: Tammy Davis for  
KATHY LEWIS, CLERK-TREASURER

## **Douglas County and Douglas County Employees' Association Summary of Major Changes to the Proposed 2015-2017 Labor Agreement**

- **Addition of Article 2**
  - Identifies the term of the agreement (July 1, 2015-June 30, 2017) and allows Articles 8 (Salaries) and 9 (Insurance) to be reopened after January 1, 2016.
  - Addition of a new provision to address changes in NRS chapter 288 due to the enactment of Senate Bill 241 (SB 241). Limits what contract terms may continue after the current labor contract expires (specifically, any increases in salaries, wages, or other monetary benefits).
- **Article 5**
  - Addition of language that performance evaluations must be completed within 14 days of the employee's annual evaluation due date.
- **Article 6**
  - Addition of language and process regarding the reimbursement of Paid Release Time for Association Representatives to account for any Paid Release Time used to conduct Association Business.
- **Article 8**
  - Full implementation of new pay ranges.
  - Award merit increases on 0-6% scale with 4% maximum award during FY 2015-16. The amount of the wage increase will be reduced by any increase the employee previously received by being brought into the employee's new pay range.
  - Grant a 1.5% wage increase on each employee's work anniversary during FY 2016-17.
  - Cost of Living Adjustment for the PERS 2015 increase.
  - Working Above Classification pay increased to: 5% for non-supervisory assignments and 10% for supervisory assignments (DCEA is currently 3% and 5% respectively).
  - Incorporate a current Memorandum of Understanding (MOU) between the County and DCEA regarding the payment of a lump sum for standby pay for the designated Electrical Instrumentation Technician into the current labor contract.
- **Article 9**
  - Addition of language allowing the County's Benefits Committee to adopt bylaws which would establish the Committee's composition and voting rights.
- **Article 13**
  - Revision of the annual leave accrual rates and bank amount to be consistent with the newly approved County annual leave policy. The annual accrual for employees with less than 5 years of service is reduced from County policy by eight (8) hours as a concession from DCEA from which Paid Release Time per Article 2 will be deducted.
- **Article 14**
  - Revise sick leave accruals to be consistent with existing county policy (DCEA members will now accrue one additional day of sick leave annually).
  - Revise contract language to incorporate domestic partners to the definition of a family.
  - Incorporate a current MOU which allows catastrophic leave donation in one-hour increments instead of the current four-hour increment.
- **Article 17**
  - Clarify the grievance process.

- **Article 21**

- Change promotional wage increases from 5% or the bottom of the new pay range (whichever is greater) to be consistent with the County's policy of a 10% increase or the bottom of the new pay range (whichever is greater) and to also allow an employee's supervisor to grant a raise greater than 10% subject to either the County Manager or Board's review and approval similar to the current County policy for newly hired employees.
- Allow employees to progress within their job classification series at any time their supervisors believe they have met the requirements and certifications for the new position and adjust the description of job families to comply with new job descriptions and titles (Utility Tech Trainee to I to II, Public Safety Dispatch Trainee to Public Safety Dispatcher).
- Addition of language allowing employees terminated during their probation and subsequently rehired by the County within 6 months of their termination to reinstate their seniority and annual and sick leave accrual rates.

- **Article 24**

- Increase the safety footwear allowance from \$150 bi-annually to \$150 annually.
- Add one position to the list of positions eligible for the safety footwear allowance (Weed Control Coordinator).

**LABOR AGREEMENT**  
**between**  
**DOUGLAS COUNTY**  
**and the**  
**DOUGLAS COUNTY**  
**EMPLOYEES ASSOCIATION**

**JULY 1, 2015 - JUNE 30, 2017**

**2015 - 2017 Labor Agreement**  
between  
**Douglas County**  
and the  
**Douglas County Employees Association**

ARTICLE 1.	PARTIES .....	1
ARTICLE 2.	TERM OF AGREEMENT .....	1
ARTICLE 3.	AUTHORIZED AGENTS .....	1
ARTICLE 4.	RECOGNITION.....	2
ARTICLE 5.	DEFINITIONS .....	2
A.	Appointing Authority .....	2
B.	Day .....	2
C.	Year .....	2
D.	Year of Service .....	2
E.	Regular Employee .....	3
F.	Evaluation Due Date .....	3
ARTICLE 6.	ASSOCIATION RIGHTS.....	3
A.	Bulletin Boards.....	3
B.	Use of Employer Facilities.....	3
C.	Interdepartmental Mail System .....	3
D.	Use of Employer Copying Machines .....	4
E.	Association Representatives .....	4
F.	Dues Deductions.....	5
G.	Bargaining Unit Information .....	6
ARTICLE 7.	EMPLOYER RIGHTS AND RESPONSIBILITIES .....	6
ARTICLE 8.	SALARIES AND PAY PRACTICES .....	7
A.	Salaries and Pay for Performance .....	7
B.	Standby Pay.....	8
C.	Working Above Classification .....	9
D.	Merit and Pay for Performance Increases.....	9
E.	Outstanding Performance Pay.....	9
F.	Communications Trainer.....	10
G.	Shift Differential.....	10
H.	Electrical Instrumentation Standby Pay .....	10

ARTICLE 9.	MEDICAL AND DENTAL INSURANCE .....	10
A.	Cafeteria Plan .....	10
B.	Contribution Toward Health Benefit Package .....	11
C.	Monthly Contribution in Lieu of Core Medical Package .....	12
D.	County Benefits Committee .....	12
ARTICLE 10.	HOURS .....	12
A.	Work Hours .....	12
B.	Rest Periods.....	13
C.	Call Back Defined.....	13
D.	PERS Reporting.....	13
E.	Call Back Minimum.....	13
ARTICLE 11.	OVERTIME .....	13
A.	Defined.....	13
B.	Overtime Compensation .....	14
C.	Budgetary Constraints.....	14
D.	Compliance with FLSA.....	14
E.	Compensatory Time Off (CTO).....	14
ARTICLE 12.	LEGAL HOLIDAYS .....	14
A.	Defined .....	14
B.	Holiday on Leave .....	15
C.	Holiday on Scheduled Day Off.....	15
D.	Pay for Either Holiday Worked or Holiday Observed .....	15
ARTICLE 13.	ANNUAL LEAVE.....	15
A.	Accrual .....	15
B.	Accrual During Probation .....	16
C.	Payment on Separation .....	16
D.	Payment on Death .....	16
E.	Carry-over of Annual Leave to Following Year.....	16
ARTICLE 14.	SICK LEAVE.....	17
A.	Entitlement.....	17
B.	Sick Leave Accrual .....	17
C.	Maximum Accrual .....	17
D.	Authorization of Usage.....	17
E.	Certificate of Illness.....	18
F.	Reporting Requirements .....	18
G.	Family Medical Leave Act.....	18
H.	Sick Leave Payoff .....	19
I.	Catastrophic Leave .....	19
J.	Sick Leave Incentive Program .....	20

ARTICLE 15. INJURY ON DUTY LEAVE .....	21
A. Injury on Duty .....	21
B. Injury Leave .....	21
C. Rights Protected .....	22
D. Light/Modified Duty Assignments .....	22
ARTICLE 16. LEAVES OF ABSENCE .....	22
A. Leaves of Absence Without Pay .....	22
B. Leaves of Absence With Pay .....	23
C. Military Leave .....	23
D. Other Leaves .....	23
ARTICLE 17. GRIEVANCE PROCEDURE .....	23
A. Definitions .....	23
B. General Provisions .....	24
C. Process .....	24
ARTICLE 18. EXTERNAL HEARING OFFICER .....	25
A. Designation .....	25
B. Costs .....	25
C. Timely Hearings and Decisions .....	26
D. Effect of Decision .....	26
E. Authority of EHO .....	26
F. Matters Subject to EHO Procedure .....	26
G. Rules of Evidence .....	26
ARTICLE 19. EMPLOYEE DISCIPLINARY PROCEDURES .....	27
A. Basis for Disciplinary Action .....	27
B. Types of Discipline .....	27
C. Response to Appeals from Written Reprimand .....	27
D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges and Appeal .....	27
E. Employee's Response and Meeting .....	28
F. Employer Action .....	28
G. Appeal Procedure .....	29
H. Investigatory Interviews .....	29
I. Notice of Behavior .....	29
ARTICLE 20. REDUCTION IN FORCE .....	29
A. Procedure .....	29
B. Notice .....	30
C. Demotion In-lieu of Layoff .....	30
D. Reemployment .....	30
E. Restoration of Benefits .....	30

ARTICLE 21. CLASSIFICATIONS AND EMPLOYEE STATUS.....	31
A. New and Changed Classifications .....	31
B. Reclassification Request.....	31
C. Transfers .....	31
D. Promotions.....	31
E. Progression of Positions within Job Families .....	31
F. Demotions.....	32
G. Reclassifications .....	32
H. Probationary Period .....	32
ARTICLE 22. EFFECTS OF SUBCONTRACTING .....	33
ARTICLE 23. LABOR MANAGEMENT COMMITTEE.....	34
A. Representatives and Function .....	34
B. Notice of Issues .....	34
C. Recommendations .....	34
D. Advisory Function.....	34
E. Chairperson .....	34
F. Attendance by Other Persons.....	34
G. Fiscal Issues .....	34
ARTICLE 24. UNIFORM ALLOWANCE.....	35
A. Uniforms .....	35
B. Safety Footwear.....	35
C. Personal Property .....	35
ARTICLE 25. TUITION REIMBURSEMENT .....	36
ARTICLE 26. PEACEFUL PERFORMANCE .....	36
ARTICLE 27. ENTIRE AGREEMENT, MODIFICATION AND WAIVER .....	37
ARTICLE 28. DRUG TESTING.....	38
ARTICLE 29. SAFETY COMMITTEE .....	38
ARTICLE 30. SAVINGS PROVISION .....	38
SIGNATURE PAGE.....	38
APPENDIX A	
APPENDIX B	



**2015 - 2017 Labor Agreement**  
between  
**Douglas County**  
and the  
**Douglas County Employees Association**

**ARTICLE 1. PARTIES**

This labor agreement ("Agreement") is entered into this 1st day of July, 2015, by and between the County of Douglas ("County" or "Employer,") and the Douglas County Employees Association ("Association").

**ARTICLE 2. TERM OF AGREEMENT**

A. The term of this Agreement will commence on July 1, 2015, and end on June 30, 2017.

B. The parties mutually agree that Articles 8 (Salaries and Pay Practices) and 9 (Medical and Dental Insurance) may be reopened for negotiation by either party after January 1, 2016. All other terms of this Agreement shall remain in effect through June 30, 2017.

C. This Agreement will remain in full force and effect during any subsequent labor negotiations between the Association and the County.

D. Notwithstanding any other provision of this Agreement and Article 2, after June 30, 2017, no increase in salaries, wages, or other monetary benefits will occur or be paid by the County until a successor labor agreement is executed by the Association and the County. However, the County may elect to pay any increase in the employer's portion of the matching contribution rate required by the Public Employee's Retirement System of Nevada pursuant to NRS 286.450.

**ARTICLE 3. AUTHORIZED AGENTS**

For the purpose of the official notification to the Parties under this agreement, the following agents have been designated:

A. Employer's principal authorized agent shall be:

County Manager  
Douglas County  
County Administrative Offices  
Post Office Box 218  
Minden, Nevada 89423

B. Association's principal authorized agent shall be:

President  
Douglas County Employees Association  
Post Office Box 1265  
Minden, Nevada 89423

#### **ARTICLE 4. RECOGNITION**

The Employer recognizes the Association as the sole and exclusive collective bargaining agent for all employees of the Employer within those job classifications covered by this Agreement, who are presently employed and subsequently hired by the Employer. Temporary or seasonal employees or employees who regularly work less than thirty hours per week are excluded from the bargaining unit. Except as provided in and subject to the provisions of NRS 288, listed classifications shall not be added to, changed to another unit, or deleted from this unit without prior written notification to and discussion with the Association.

#### **ARTICLE 5. DEFINITIONS**

**A. Appointing Authority.**

The Department Head, County Manager, or Board of County Commissioners having full authority to hire an employee for the County.

**B. Day.**

Calendar day unless otherwise stated.

**C. Year.**

Calendar year unless otherwise stated.

**D. Year of Service.**

Twenty-six (26) complete payroll periods of continuous service with the Employer. For the purpose of this provision, the following shall not be considered as breaks in service:

1. Authorized Military Leave for active service, providing that the person is reinstated within ninety (90) calendar days following honorable discharge from military service.
2. Authorized Military Leave for training duty not to exceed fifteen (15) working days in any one calendar year.
3. Authorized leave with pay deemed to be beneficial to the public service.

4. Authorized leave without pay for thirty (30) working days or less in any calendar year.
5. Authorized leave without pay for more than thirty (30) days deemed beneficial to the public service by the Board of County Commissioners.

**E. Regular Employee.**

"Regular employee" means an employee who has been retained in his/her position at the completion of the employee's probationary period.

**F. Evaluation Due Date.**

"Evaluation Due Date" means the first day of the pay period in which the anniversary of the date the employee was hired or received a promotion, whichever is later, occurs plus 14 Days.

## **ARTICLE 6. ASSOCIATION RIGHTS**

**A. Bulletin Boards.**

The Employer will furnish bulletin board space where currently available. The Association may provide additional bulletin boards for placement in areas where employer-provided space is not available. Placement shall be decided by mutual agreement. Bulletin boards shall only be used for the following notices:

1. Scheduled Association meetings, agenda, and minutes.
2. Information on Association elections and the results.
3. Information regarding Association social, recreational, and related news bulletins.
4. Reports of official business of the Association, including reports of committees or the Board of Directors.

Posted notices shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not include the Employer or its relations with its employees. All notices to be posted must be dated and signed by an authorized representative of Association. Employer equipment, materials, supplies, or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices except as specifically allowed below, nor shall such notices be prepared by employees during their regular work time.

**B. Use of Employer Facilities.**

Meeting room facilities of the Employer may be made available upon timely application for use by employees and the Association.

**C. Interdepartmental Mail System.**

Employer agrees to allow the Association limited lawful use of the Employer's interdepartmental mail system and County email system. Such use shall not

include materials unsuitable for posting under Section A above. All use of the County email system is subject to the County internet and email policy, including the provision that no reasonable expectation of privacy for messages placed in the system exists and the Nevada public records law.

**D. Use of Employer Copying Machines.**

Employer agrees the Association may use copying machines providing the following conditions are met:

1. Association will reimburse Employer for cost of usage.
2. All copying will be done off Employee shift time.
3. No Association use of copying facilities shall interfere with use of such facilities for Employer business.

**E. Association Representatives.**

The Employer recognizes and agrees to meet with representatives of the Association on matters covered by this Agreement.

1. *Selection.* Selection of Association representatives is the responsibility of Association provided, however, that the total number of Association representatives shall not exceed fifteen (15) officers and stewards.
2. *List of Representatives.* Association shall provide the Employer with a list of Association representatives and shall advise the Employer, in writing, of any changes as soon as practicable.
3. *Paid Release Time.* Paid Release Time for an employee Association representative shall be limited to:
  - a. attendance by the Association president or a designee at County Commission meetings which have a direct impact upon Association (upon posting, a copy of the Commission's agenda will be provided to the Association's president);
  - b. meetings with County management upon the request of either party;
  - c. attending meetings with management as a representative in the grievance or disciplinary procedures;
  - d. attending monthly or special meetings of the Association; and
  - e. no more than one representative from any division at any given point in time.
4. *Authorization Required to Leave Work Site.* Prior authorization from his/her supervisor shall be received by the Association Representative before leaving his/her work site. Approval of request for authorized released time under this Article shall not be unreasonably withheld.
5. *Non-Employee Representatives.* Representatives or attorneys of the Association who are not County employees, shall have reasonable access to the County's facilities to participate in any meetings or hearings relating to grievances,

arbitration, disciplinary matters, meetings with management relating to Association business, or for Association meetings or activities if accompanied by an Association Representative.

6. *Bargaining Team.* The size of the respective bargaining teams may be no more than five people and a chief negotiator. The Association may not have more than one team member from any single division unless the parties specifically agree in writing to waive this requirement. Employee members of the Association Bargaining Team shall be compensated for their authorized Paid Release Time in negotiation meetings with the County in accordance with Article 6 of this Agreement. In addition, either party may, with prior notice, bring an additional member with special skills or information to a negotiation session.

7. *County Reimbursement.* The County will create a new Paid Release Time form for Association Representatives to account for any Paid Release Time utilized by an Association Representative to perform duties for, or providing services to, the Association ("Association Business").

a. A completed Paid Release Time form must be submitted with the employee's time sheet for any Association Business. The Association agrees to reimburse the County for any compensation paid to an Association Representative for Association Business, and who received Paid Release Time, during the prior quarter.

b. At the end of each quarter, the County agrees to provide a summary of all Association Business reported on the Paid Release Time forms to the Association and the Association promises and agrees to pay the required reimbursement amount within 30 days of receiving the summary from the County.

c. Instead of making a payment to the County, the Association may request that the County deduct the amount due to the County from a credit of \$23,124 granted to the Association by the County for the period of July 1, 2015, through June 30, 2017.

d. The \$23,124 credit is the value of the Association agreeing to forego the accrual of one day of annual leave for represented employees with less than five years of continuous services with the County.

**F. Dues Deductions.**

The parties agree that the Employer will provide deduction to the Association on the following terms:

1. *Authorization.* The Employer shall deduct dues from the salaries of Association members and remit the total deductions to the designated Association officer(s) on at least a monthly basis. However, no deductions shall be made except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made. The deduction authorization form shall specify any Association restrictions that require the employee to remain a member beyond the end of the calendar month if the

employee's action is to terminate such status.

2. *Amount of Dues.* The Association shall certify to the Employer in writing the current rate of membership dues. The Association will notify the Employer of any change in the rate of membership dues at least sixty (60) days prior to the effective date of such change.

3. *Indemnification.* The Association shall indemnify and hold the Employer harmless against any and all claims, demands, suits and all other forms of liability which shall arise out of or by reason of action taken or not taken by the Employer at the request of the Association under the provisions of Section F of this Article or through the proper execution of this Section of the contract.

**G. Bargaining Unit Information.**

Newly hired bargaining unit employees will be provided with a copy of this Agreement and will sign a document acknowledging receipt. The receipt document will contain the employee's name and assigned department. On the last Friday of each month, the Employer will provide the Association with information on all bargaining unit eligible employees, to include: the employee's name, date of hire, classification, and department. The Employer will also provide copies of all receipt document executed during the preceding month. If the Association wants such information on a less frequent basis, it will notify the County in January of the relevant year. This information will be provided in a written and/or available electronic format (e.g., Excel) at the Association's request.

**ARTICLE 7. EMPLOYER RIGHTS AND RESPONSIBILITIES**

The Employer retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Agreement, except as expressly limited by a specific provision of this Agreement or NRS 288.150(3). Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by the Employer and not abridged here include, but are not limited to, the following:

1. To manage and direct its business and personnel.
2. To manage, control, and determine the mission of its departments, building facilities, and operations.
3. To create, change, combine or abolish jobs, departments and facilities in whole or in part.
4. To direct the work force; to increase or decrease the work force and determine the number of employees needed.
5. To hire, transfer (except for disciplinary purposes), promote, and maintain the discipline and efficiency of its employees.
6. To establish work standards, schedules of operation and reasonable work load, subject to safety considerations.

7. To specify or assign work requirements and require overtime subject to safety considerations.
8. To schedule working hours and shifts.
9. To adopt rules of conduct.
10. To determine the type and scope of work to be performed by its employees and the services to be provided.
11. To classify positions.
12. To establish initial salaries of new classifications.
13. To determine the methods, processes, means, and places of providing services.
14. To take whatever action to adjust to changing legal requirements.
15. To take whatever action necessary to prepare for and operate in an emergency.

## **ARTICLE 8. SALARIES AND PAY PRACTICES**

### **A. Salaries and Pay for Performance.**

1. The County established and proposed new pay ranges for all County employees effective July 1, 2015. The Association agreed to the full implementation of the new pay ranges for all of the employees covered by this Agreement effective July 1, 2015. A current summary of the new pay ranges is attached as Appendix "A" to this Agreement.
2. The purpose of the Pay for Performance plan is to recognize and reward employees who demonstrate motivation, performance above the standard scope of work, and efficiency, skill and initiative in their work, while also appropriately ranking employees who perform at or below the established level of performance for a particular position.
3. Employees will receive annual performance reviews on their Evaluation Due Date. The range for merit increases will be on a 0-6% scale and any merit increase will be applied to the employee's base pay on the first day of the pay period in which the anniversary of the date the employee was hired or received a promotion, whichever is later, occurs.
4. The maximum merit increase an employee may receive during the term of this Agreement is 4% (i.e., a merit score equivalent to a 4%, 5% or 6% increase will result in a 4% increase to the employee's wage).
5. Before any merit increase is applied to an employee's wage, the amount of any wage increase the employee received due to the implementation of the new pay ranges indicated in Appendix "A" will be deducted from the merit increase.

For example, if an employee's hourly wage is \$20.00 per hour and the employee's wage is increased to \$20.20 due to the implementation of the new pay range, a subsequent merit increase of 4% would result in a net wage increase of \$0.81 and a new wage of \$20.81 ( $\$20.20 \times 4\%$  merit increase = \$21.01 - \$0.20 prior pay range adjustment = \$20.81 new hourly wage).

6. Employees who receive a performance rating of 5% or 6%, and who are at the top of their pay range or would exceed the top of their pay range after receiving the Pay for Performance (merit) increase, will be eligible for a lump sum payment of 0.5% or 1%, respectively, of their base pay ("Top Out Pay"). The lump sum payment and salary (merit) increase must not exceed the amount the Pay for Performance increase would have provided if the employee were not at the top of the range.

7. No merit increases or Top Out Pay will be awarded or paid after June 30, 2016.

8. Effective the first full pay period in July 2016, all employees covered by this Agreement will receive an increase of 1.5% in their base pay during the first full period in which their Evaluation Due Date occurs.

9. Any wage adjustments, wage increases, or the award of merit increases will not change the minimum or maximum amount of a job classification's salary range as adopted by the parties and detailed in Appendix "A." Wage adjustments, wage increases, and the award of merit increases may not exceed the top of the employee's salary range.

10. The County agrees to maintain the 1.125% Cost of Living Adjustment previously granted to represented employees associated with the increase in each employee's contribution to the Public Employee's Retirement System of Nevada.

11. Based on current budget constraints, the County and Association mutually agree that Article 8 may be reopened for negotiation by either party between January 1, 2016, and May 31, 2016.

**B. Standby Pay.**

1. Standby duty is defined as that circumstance which requires the employee so assigned to:

- a. Be ready to respond in a reasonable time to calls for his/her service;
- b. Be readily available at all hours by telephone, or other communication devices; and
- c. Refrain from activities which might impair his/her performance of assigned duties upon call.



2. Standby duty shall be assigned in writing.
3. An employee shall not receive standby pay for hours actually worked or for hours reimbursed by a call-back minimum.
4. Standby pay is \$3.00 per hour.

**C. Working Above Classification.**

1. Except for training purposes, when an employee is temporarily assigned, in writing, to perform the full range of duties of a higher job classification for more than one full consecutive pay period, the employee shall receive five percent (5%) above the employee's normal base hourly pay for all non-supervisory hours worked in the higher job classification, retroactive to the first day such duties were fully assumed.
2. Except for training purposes, when an employee is temporarily assigned, in writing, to perform the full range of duties of a designated supervisory position for more than one full consecutive pay period, the employee shall receive 10 percent (10%) above the employee's normal base hourly pay for all supervisory hours worked, retroactive to the first day such duties were fully assumed.
3. When a temporary assignment is made, the employee's supervisor will confirm the dates and length of the temporary assignment to the employee in writing.

**D. Merit and Pay for Performance Increases.**

An employee who has received a Pay for Performance evaluation that has a decrease of two or more levels from the previous Pay for Performance evaluation and contends that the evaluation does not contain adequate written information to support the decrease, or that the employee did not receive notice during the evaluation period that the employee was not performing at an expected level, may request a review of the evaluation. The employee must submit a request for review to the Human Resources Manager within fourteen (14) days of receiving the evaluation. The employee must provide written information supporting the employee's position with the request for review. The department head, elected official, and the Human Resources Manager and County Manager will review the evaluation, the information provided by the employee, and any additional information provided by the evaluating supervisor. The employee's information must show that the evaluation rating was baseless or without supporting evidence. A nonbinding recommendation will be made to the evaluating supervisor which may include recommending no change, an increase, or a decrease in the Pay for Performance level. This process will also be used if a department head or elected official completes the evaluation.

**E. Outstanding Performance Pay.**

The Employer agrees that employees covered under this agreement are eligible for the employee Recognition of Excellence program under Douglas County Administrative Policy and Procedure Number 200.16.

**F. Communications Trainer.**

The hiring Department may designate qualified individuals as Communications Trainer (CT). Upon assignment to train an individual or group, the CT will receive \$3.00 for each hour actually spent in one of those capacities. The Department Head or his/her designee shall have full discretion to make such assignment or remove someone from such assignment. Removal from such assignment in and of itself shall not be considered a disciplinary action.

**G. Shift Differential.**

For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible unit employee will receive an additional \$1.38 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head shall have full discretion to make or not make such assignment or to remove an employee from such assignment.

**H. Electrical Instrumentation Standby Pay.**

1. Any Public Works Department employee that is designated by the County, in its sole discretion, as a certified electrical instrumentation worker will receive a \$6,000 lump sum payment in the first full pay period in January and July for electrical instrumentation standby provided to the County for the preceding six-month period (a total of \$12,000 annually). Any designated employee covered by this provision is not eligible for additional standby pay.
2. To receive Electrical Instrumentation Standby pay, the employee must be ready to respond in a reasonable amount of time to calls for the employee's service, be readily available at all hours by telephone or other communication device, and refrain from activities that might impair the employee's ability to perform the electrical instrumentation duties that may be needed.

**ARTICLE 9. MEDICAL AND DENTAL INSURANCE**

**A. Cafeteria Plan.**

1. The County will continue to maintain a cafeteria benefit package. A cafeteria plan recognizes that staff has diverse needs, and will allow employees to choose benefits based on their individual needs.
2. The County will provide eligible employees with core medical, dental, vision and individual life insurance coverage, and a specific dollar amount, which will vary dependent upon whether the employee has individual coverage or dependent coverage.
3. Employees may use remaining funds or salary deductions toward benefits on

the cafeteria menu.

4. The core medical package may be optional for employees that can provide acceptable proof of similar coverage through another source. Approval for waiver of a core medical package shall be at the County's sole discretion. If an employee waives the core package, the employee shall receive a fixed dollar amount per month in lieu of coverage, which they may use for items on the cafeteria menu after purchase of mandatory dental/vision/life insurance coverage.

**B. Contribution Toward Health Benefit Package.**

A traditional medical plan and, if available, a High Deductible Plan will be offered to employees. One of these must be purchased unless waived pursuant to A(4) above. If waived, the employee will receive the monthly contribution set forth in C below. If the lowest cost employee-only core medical/RX plan exceeds \$668.35 per month, the County will provide the employee additional funds to cover the employee-only premium cost for that plan.

Effective January 1, 2015:

1. Monthly HMO Contribution

Employee Only:	\$515.00
Employee Plus Child(ren):	\$826.31
Employee Plus Family:	\$858.74

2. Monthly PPO Contribution

Employee Only:	\$668.75 (100% of Premium)
Employee Plus Child(ren):	\$826.31
Employee Plus Family:	\$858.74

3. High Deductible Plan (if available)

High Deductible Plan (Core and Enhanced)

Employee Only:	\$535/month + \$327.36 per Year Annual Account Contribution
Employee Plus Spouse:	\$758.33/month + \$154.48 per Year Annual Account Contribution
Employee Plus Child(ren):	\$758.33/month + \$398.44 per Year Annual Account Contribution

Employee Plus Family:

\$758.33/month + \$0 per Year  
Annual Account Contribution

4. Premium Increase or Decrease. Under the High Deductible Medical Plan option, any increase in premium costs over the life of this contract will be deducted from the HSA Account Contribution amount and applied to the increased coverage expense.

5. The HSA Account Contribution from the County is made to an individual employee's Health Savings Account. In the event the entire HSA Account Contribution has been used to cover premiums, the employee is solely liable for any excess premiums above the County's HSA Account Contribution via automatic payroll deduction.

6. Probationary Employee Contribution Distribution. The first contribution from the County will be distributed on a prorated amount during the first full pay period after the probationary employee becomes eligible for benefits. The following contributions will continue on the regularly scheduled monthly distribution of \$535.00 per month for employee only coverage, \$758.33 per month for dependent coverage, and \$758.33 for family coverage.

**C. Monthly Contribution in Lieu of Core Medical Package.**

The monthly contribution in lieu of core medical package is \$350. Core dental, vision and life insurance must be purchased with the monthly contribution.

**D. County Benefits Committee.**

Two representatives from the Association will serve as members of the County Benefits Committee ("Benefits Committee") until such time as the Benefits Committee adopts bylaws establishing the composition and voting rights of the Benefits Committee.

## **ARTICLE 10. HOURS**

**A. Work Hours.**

Except in emergencies, the work week of full-time unit employees shall normally consist of five (5) days of eight (8) hours each, exclusive of a lunch hour. Each employee shall be assigned regular starting and quitting times, which shall not be changed without five calendar days' prior notice unless mutually agreed upon by employee and supervisor. Alternate work schedules may be adopted by individual Department Heads with approval of the County Manager after prior discussion with the Association, if requested. For purposes of safety, an employee working overtime may be allowed to adjust their work schedule for the remainder of any scheduled shift.

**B. Rest Periods.**

Except in emergencies, employees shall be granted a fifteen (15) minute rest period during each half work shift of four hours or longer. Such breaks shall not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, arrive at work late or leave work early. Such rest periods shall be taken without loss of pay and the employee shall not be required to make up such time. Employees are required to take a minimum 30 minute unpaid meal break exclusive of the scheduled eight hour work period.

**C. Call Back Defined.**

Callback means compensation earned for returning to duty after an employee has completed a regular shift, if off duty for any period of time, and is requested to return to duty at a work site with less than twelve (12) hours' notice. Nothing in subparagraph D below alters the County's obligations pursuant to this subparagraph.

**D. PERS Reporting.**

Call Back pay will be reported to the Public Employees Retirement System ("PERS") in accordance with the Official Policies of PERS.

**E. Call Back Minimum.**

When it is necessary to call-back any employee, the employee shall be paid on an overtime basis for a minimum of two (2) hours, even if the employee actually worked less than two (2) hours. If a call-back exceeds two (2) hours, the employee shall be paid for the time actually worked. It is further presumed that there will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and then is called back on a second time during the initial two hour period, he/she will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee shall be paid for the total hours worked. Nothing in subparagraph D above alters the County's obligations pursuant to this subparagraph.

**ARTICLE 11. OVERTIME**

**A. Defined.**

Overtime is that time actually worked as authorized and directed by management which exceeds forty (40) hours in the work week. For purposes of this Article, Holidays, Annual Leave (excepting Personal Days), and Compensatory Time Off (CTO) taken by an employee shall be considered as time actually worked.

**B. Overtime Compensation.**

Employees who have worked overtime during a pay period shall receive compensation at the rate of one and one-half (1½) times the normal base hourly rate (or hours worked if CTO).

**C. Budgetary Constraints.**

Nothing in this Article shall prohibit or limit a department's ability to schedule or reschedule an employee's work hours in order to operate within the confines of budgetary constraints. No change shall be made for the sole reason of avoiding the County's obligations under the Fair Labor Standards Act.

**D. Compliance with FLSA.**

For such time as the FLSA (Fair Labor Standards Act) applies to members of this unit, management may take such action as necessary in order to fully comply with the law and any implementing regulations. However, in taking this action, the Association will be given timely notice of the proposed changes and consulted regarding the changes. Such compliance may be accomplished without further negotiations with the Association.

**E. Compensatory Time Off (CTO).**

1. *Accumulation.* In lieu of overtime pay, and if offered by management, an employee may elect to receive compensating time off (CTO) at the rate of time and one-half for such overtime hours worked. A maximum of one hundred twenty (120) hours may be banked at any one time.

2. *Use of CTO.* An employee may use CTO by requesting such time off and having it approved in advance. A supervisor may require an employee to utilize any CTO bank before granting the use of annual leave.

3. *Pay off of CTO Bank.* The County may pay off all or part of an employee's CTO bank at any time at the employee's current straight time rate of pay.

## **ARTICLE 12. LEGAL HOLIDAYS**

**A. Defined.**

The following are paid holidays for County employees:

1. New Year's Day (January 1)
2. Martin Luther King's observed birthday (the third Monday in January)
3. President's observed birthdays (the third Monday in February)
4. Memorial Day (the last Monday in May)
5. Independence Day (July 4)
6. Labor Day (the first Monday in September)
7. Nevada Day (the last Friday in October)
8. Veteran's Day (November 11)

9. Thanksgiving Day (the fourth Thursday in November)
10. Family Day (the Friday following the fourth Thursday in November)
11. Christmas Day (December 25)

In addition to the above paid holidays, any other day is a paid holiday if designated by the President of the United States, the Governor of Nevada or the Board of County Commissioners.

Employees working a Monday through Friday schedule will observe New Year's Day, Independence Day, Veteran's Day, and Christmas Day on the Friday preceding the holiday whenever the holiday occurs on a Saturday or on Monday following the holiday whenever the holiday occurs on a Sunday.

Employees who work day, swing, or graveyard shifts in seven-day a week, twenty-four (24) hours per day departments will observe all holidays on the date of the actual holiday.

**B. Holiday on Leave.**

If a holiday falls during an employee's leave, it will not be charged as leave.

**C. Holiday on Scheduled Day Off.**

Should a holiday fall on an employee's regularly scheduled day off, at the appointing authority's discretion, the employee will be compensated either by receiving 1) an additional maximum of eight (8) hours pay at their straight time rate (payment of these hours will not be defined or recognized as hours worked); or 2) an additional day off with pay during the week of the holiday. Holiday pay will be prorated for part-time employees. In work weeks containing a holiday, employees scheduled to work four day ten-hour shifts per work week or other scheduled shifts will only receive eight hours of holiday pay. Work schedules will be modified by mutual agreement with the employee and Department Heads or Elected Official to allow for completion of a forty-hour work week.

**D. Pay for Either Holiday Worked or Holiday Observed.**

Should an employee be required to work on a holiday, the employee will receive eight (8) hours of holiday pay and one and a half times the employee's regular rate of pay for actual hours worked. An employee that does not work on a holiday will receive holiday pay for one eight-hour paid holiday (or a part time equivalent consistent with paragraph C above) at the employee's regular rate of pay.

## **ARTICLE 13. ANNUAL LEAVE**

**A. Accrual.**

All Association employees who are employed on a continuous full-time basis shall accrue annual leave credits on the basis of the schedule below. Part-time employees (30 hours - 39 hours per week) shall earn annual leave on a prorated

basis based on the number of hours worked in the pay period.

Only regular hours paid shall affect annual leave accrual.

CONTINUOUS SERVICE	HOURS EARNED/ HOURS PAID	MAXIMUM HOURS/YEAR
Hiring date through 4 <sup>th</sup> years	.0539	112
5 <sup>th</sup> through 9 <sup>th</sup> years	.0750	156
10 <sup>th</sup> through 14 <sup>th</sup> years	.0813	169
15 <sup>th</sup> through 19 <sup>th</sup> years	.0860	179
20 <sup>th</sup> years and after	.0962	200

**B. Accrual During Probation.**

Each employee shall accrue annual leave during his/her probationary period, but shall not be granted annual leave during the probationary period until the employee has been employed continuously for at least six (6) months.

**C. Payment on Separation.**

Employees who have completed at least six (6) months of continuous service and leave the County service shall be paid for any accrued annual leave upon their separation of employment.

**D. Payment on Death.**

If an employee dies who was entitled to accumulated annual leave under the provisions of this Article, the heirs of such deceased employee shall be paid an amount of money equal to the number of hours of annual leave earned or accrued multiplied by the hourly rate of such deceased employee.

**E. Carry-over of Annual Leave to Following Year.**

The maximum amount of annual leave that may be accrued in a calendar year is two hundred eighty (280) hours. All annual leave not taken in excess of two hundred eighty (280) hours will be forfeited at the end of the last biweekly pay period of the calendar year.

A ninety (90) day extension of up to an additional eighty (80) hours maximum may only be granted by the County Manager in the event the employee was unable to utilize his/her hours due to management requirements. Management has the discretion to schedule the employee's time off during the extension. If, after an extension has been granted, an employee is unable to schedule these hours during the 90-day period due to management requirements, he/she may request payment of the additional hours.



## **ARTICLE 14. SICK LEAVE**

### **A. Entitlement.**

All employees who are employed on a continuous, full-time basis shall be credited with sick leave according to the schedule below. All employees who are employed on a continuous part-time basis shall be credited with sick leave according to the schedule in subparagraph B below on a prorated basis.

### **B. Sick Leave Accrual.**

1. Employees that are employed on a continuous full-time schedule, shall accrue sick leave at an annual rate of 88 hours.
2. Part-time employees working 21 hours a week or more shall earn sick leave hours at a pro-rated amount based on the number of hours worked. By way of example, an employee who works thirty (30) hours per week on a continuous basis shall be credited with sick leave at a rate equivalent to seventy-five percent (75%) of the rate at which a full-time employee is credited with sick leave.
3. Employees working less than 20 hours per week, and staff hired on an intermittent, seasonal, temporary or emergency basis do not accrue sick leave hours.

### **C. Maximum Accrual.**

Employees may accrue sick leave hours to a maximum total accumulation of 720 hours. Employees who have 720 hours of sick leave accrued as of January 1 of each calendar year will accrue an additional 88 hours during the calendar year, which may be used when accrued during the calendar year. Any unused hours will be removed as of December 31 of the calendar year.

### **D. Authorization of Usage.**

Employees are entitled to use sick leave only if the employee or a member of their Immediate Family are incapacitated due to sickness, injury or when receiving necessary medical or dental treatment, or in the event of an illness, or death in the immediate family. Sick leave used for bereavement must not exceed thirty-two (32) hours per incident, except as approved in advance by the County Manager or appropriate elected official. Other types of leave for bereavement may also be approved in advance by the County Manager or the appropriate elected official. Such use for bereavement is limited to members of the Immediate Family as defined below. Sick leave may be used by the employee for medical or dental preventive care appointments or emergencies of the employee or members of the employee's Immediate Family.

1. *Family Defined.* "Immediate Family" is defined as an employee's spouse under a valid marriage pursuant to NRS 122.010 or a registered domestic partner as defined in NRS 122A.030 and the employee's parents, legal guardian, children,

stepchildren or foster children, brothers, sisters, grandparents, or grandchildren. The term "Immediate Family" also includes an employee's spouse's (or registered domestic partner's) parents, legal guardian, brothers, sisters, grandparents, or grandchildren. In the case of any other relative of the employee, the applicable appointing authority may authorize such sick leave and must notify the Human Resources Manager in writing of the approval.

2. *Evidence of Authorized Usage.* The appointing authority shall approve sick leave only after having ascertained that the absence was for an authorized reason, and the employee may be required to provide substantiating evidence.

**E. Certificate of Illness.**

Physician certificates or an examination by a physician selected and paid for by the County may be required by the employer when there is an absence from work in excess of five (5) consecutive days or whenever there is reason to believe that sick leave is being abused or the absence is questionable. In the event of family medical leave, the employee will complete the appropriate authorization forms supplied by Human Resources in accordance with County policy. If an employee becomes ill or injured during a vacation request of three (3) or more consecutive workdays, the time will be recorded as sick leave only if substantiated by a physician's written certification.

**F. Reporting Requirements.**

Except in an emergency wherein an employee is incapacitated, employees are expected to report any absence from work and the reason therefore to his/her supervisor within 30 minutes prior to the time the employee's normal work shift commences. Failure to report, may cause the absence to be deemed unexcused, unpaid, or subject to discipline. If the employee's supervisor is unavailable, the employee should notify his/her respective department regarding the absence. If nobody in the department answers the telephone, the employee may leave a message.

**G. Family Medical Leave Act.**

Family medical leave for employees shall be governed by the provisions of the Federal Family Medical Leave Act ("FMLA"). Nothing in this section is intended to extend to County employees any rights or benefits not extended in that law. General conditions are as follows:

1. Employees who have one year (52 weeks) of service, and have worked at least 1,250 hours in the past year, are eligible to take up to 12 weeks leave during a 12-month period as defined in County policy for family or medical leave pursuant to the FMLA. Family members are those persons who are so defined in the

FMLA. Each time an employee takes FMLA leave, the County will compute the amount of such leave the employee has taken under the FMLA policy and deduct it from the 12 work-weeks of available leave.

2. The employee must provide reasonable advance notice if the need for the leave is foreseeable. The Department Head shall not deny leave to any eligible employee who requests family or medical leave pursuant to the provisions of the FMLA. The employee has the right to reinstatement to the same or a comparable position unless the employee is exempted from such right under the provisions of the FMLA.

3. The employee shall exhaust accrued sick leave and all accrued vacation leave up to a balance of 80 hours when on an FMLA leave.

4. The County shall maintain coverage under any group health plan for the duration of the leave at the level and under conditions that would have been provided had the employee been working. An employee on leave without pay will be expected to make prompt monthly payments to the County for dependent coverage and elected benefits per county policy, and the failure of the employee to make the payment shall result in cancellation of the coverage. While on paid leave, the County will continue to make payroll deductions to collect the employee's regular share of any premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The County shall only maintain such group health plan coverage for such employee for up to 12 weeks as stated in County policy.

**H. Sick Leave Payoff.**

Employees with 10 years of service will be compensated at the rate of 40% of the normal hourly rate for all hours of accrued sick leave upon termination from the employment of the County. An additional 1% in compensation shall be paid upon termination of employment for each year of service over ten years to a maximum of 50%. No employee shall be entitled to receive the compensation provided for by this section for accrued sick leave until he/she has served a minimum of ten years in County employment.

At the employee's option, instead of being compensated for sick leave the County, with approval of PERS, will convert compensable sick leave to PERS retirement credits.

**I. Catastrophic Leave.**

a. Employees will be allowed to voluntarily transfer up to a maximum of eighty (80) hours of their accumulated CTO and/or annual leave during any calendar year to another employee who has less than eighty (80) hours of combined sick leave, annual leave, and CTO, but who is otherwise eligible to take paid sick time.

b. Any donation of an employee's annual leave or CTO will be in one (1) hour increments. Donated annual leave or CTO will be logged to the account of the beneficiary employee in the order in which it is donated and will be converted to a dollar amount at the hourly rate of the donor employee. In the event the beneficiary employee no longer requires the use of any donated annual leave or CTO, the remaining donated annual leave and/or CTO will be returned to the donors from whom it was received. The maximum number of hours that may be transferred to a beneficiary employee pursuant to this Article is four hundred eighty (480) hours in any calendar year.

c. Employees covered by this Agreement who require additional sick leave time due to an FMLA-qualified catastrophic illness or injury may request additional sick leave time through notification to the Association executive board. All donations to the requesting employee will only be donated from the donor's annual leave or CTO banks in one-hour increments and will be converted to a dollar amount at the hourly rate of the donor employee. The dollar amount of the donated time will then be recalculated based on the requesting employee's base rate of pay in order to determine the number of hours the donor's time represents to the requesting employee. Any unused donated time will be returned to all donors on a prorated basis after being recalculated.

d. No employee will receive more than 480 cumulative, donated hours in a calendar year. The Association executive board is allowed to post an email on the County's email system to all employees requesting donations of annual leave or CTO on behalf of an employee.

e. The Association will submit the email to the County's Human Resources Department for its review and approval at least three (3) work days prior to being released to County employees.

**J. Sick Leave Incentive Program.**

Unit employees shall have the option to participate in the County's annual sick leave incentive program. Full-time employees utilizing less than forty (40) hours of sick leave during a calendar year will have eight (8) hours of paid time off credited to their annual leave accrual. Part-time employees who utilize less hours of sick leave during a calendar year than the number of hours they are regularly scheduled to work per week will have paid time off credited to their annual leave accrual on a pro-rata basis. By way of example, a unit employee regularly scheduled to work thirty hours per week who uses less than thirty hours of sick leave during a calendar year will have six hours of paid time off credited to annual leave accrual. Incentive program hours must be utilized within 12 months of receipt and are not subject to pay out upon separation of employment.

## **ARTICLE 15. INJURY ON DUTY LEAVE**

### **A. Injury on Duty.**

Any Association employee who suffers an injury while working during the course of employment for the Employer shall be entitled to injury leave until said employee is able to return to work or is terminated in any manner and subject to any limitations imposed by this Article or State Law. Injury means a sudden and tangible happening of a traumatic nature, producing an immediate or prompt result and resulting from external force, including injuries to artificial members. Any injury sustained by the employee while engaging in an athletic or social event sponsored by the Employer shall be deemed not to have arisen out of or in the course of employment unless the employee received compensation for hours worked from the County for participating in such event. For purposes of this Article, coronary thrombosis, coronary occlusion, or any other ailment or disorder of the heart, and any death or disability ensuing therefrom, shall not be deemed to be an injury by accident sustained arising out of and in the course of the employment. When an employee is eligible at the same time for benefits under applicable workers' compensation chapters of the Nevada Revised Statutes and for sick leave or injury leave benefit, the amount of sick leave or injury leave benefit paid to said employee shall not exceed the difference between their normal salary and the amount of any benefit received, exclusive of payment of medical or hospital expenses applicable requirements of the Nevada Revised Statutes for that pay period. Any usage of such leave shall be deducted from the employee's sick leave balance.

### **B. Injury Leave.**

For employees injured on duty and accepted for worker's compensation benefits which exceed 40 regularly scheduled hours the County will cover the remainder of all required leave to supplement worker's compensation benefits at its expense for up to 90 calendar days. During the 90 calendar days no employee leave deduction (sick, annual, or CTO) will be used to supplement worker's compensation benefits. After 90 calendar days the employee will use accrued leave to supplement worker's compensation benefits. The employee must follow all prescribed written safety policies and procedures to qualify for injury leave (e.g., wearing full protective clothing and equipment when necessary, using tools and equipment properly, and exercising prudent care while performing assigned functions).

The parties agree that nothing in this Agreement constitutes a waiver of any employee's rights to worker's compensation benefits under Nevada law. The parties further agree that although an employee may file a grievance when denied Injury Leave for an accepted worker's compensation claim, an employee may not

grieve the denial of a worker's compensation claim by the County's Third Party Administrator. An employee wishing to challenge such a denial must do so according to the procedures prescribed under Nevada law.

**C. Rights Protected.**

Nothing in this Article shall abrogate an employee's or employer's rights under the industrial injury provisions of State Law.

**D. Light/Modified Duty Assignments.**

Employees who have been on authorized injury leave due to work-related injury under applicable workers' compensation law shall, upon written release from his/her doctor and upon presentation of said release to the County, return to work in a light duty assignment if one is available. Any assignments to light duty shall be in conformance with limitations imposed by the employee's doctor and no employee shall be assigned light duty tasks that would predictably prolong the rehabilitative process or otherwise increase the risk of further injury.

**ARTICLE 16. LEAVES OF ABSENCE.**

**A. Leaves of Absence Without Pay.**

1. *Eligibility.* Leave without pay may be granted only to an employee who desires to return therefrom to the Employer's service.

2. *Short-term Leave.* Leave without pay of less than thirty (30) days may be granted for the good of the public service by the appointing authority. When such leave is granted, the appointing authority shall notify the Human Resources Manager.

3. *Long-term Leave.* For a period of thirty (30) days or more, leave without pay may be granted by the Board of County Commissioners. The employee shall retain his/her status as a public employee and the pay, leave and benefits accrued prior to the leave for a period not to exceed twenty-six (26) consecutive pay periods.

4. *Family Medical Leave.* A family and/or medical leave of absence provides up to a total of 12 work-weeks of leave during a 12-month period as defined in County policy due to the birth of a child and the care of such child, the adoption/foster placement of a child and the care of such child, the need to care for a family member with a serious health condition, or the employee's own serious health condition which makes the employee unable to do his or her job. If the employee has exhausted all accrued sick leave, and vacation leave up to a balance of 80 hours, he/she will be placed on a leave of absence without pay in accordance with the provisions in Article 14, Section G, and County policy.

5. *Elected Benefits.* Arrangements regarding employee's payment of dependent medical/dental insurance premiums and/or to his or her voluntary deductions, if continuity is desired, must be made with Human Resources prior to

starting unpaid leave of absence. The failure of the employee to make the payment shall result in cancellation of the coverage.

**B. Leave of Absence With Pay.**

Leave with pay for an appropriate period may be granted by:

1. The Board of County Commissioners upon written petition by an employee;  
or
2. The appointing authority under the following conditions:
  - a. When an employee serves on a jury or as a witness in court, provided the jury and witness fees earned on an employee's regular workday are reimbursed to the Employer;
  - b. When it is impractical for a registered voter to vote before or after the employee's normal working hours; and
  - c. When an employee acts as a volunteer fireman or similar service for protection of life or property.

**C. Military Leave.**

1. An employee, who is an active member of the National Guard or reserve component of the United States Armed Forces, must notify the County of their active status upon their hire date or immediately upon activation. The employee shall make his/her reserve status known to the County and must provide any known reserve obligations to those responsible for staffing a minimum of 30 days in advance except during times of military conflict or other emergency activation.
2. An employee who is an active member of the National Guard or any reserve component of the United States Armed Forces shall, upon request, be relieved from his/her duties to serve orders for military duty, without loss of pay or accrued leave for a period not to exceed fifteen workdays in any calendar year.

**D. Other Leaves.**

This includes all other leaves for which bargaining unit employees are eligible under the provisions of the County Personnel Code and Regulations.

**ARTICLE 17. GRIEVANCE PROCEDURE**

**A. Definitions.**

1. *Grievance.* A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Agreement which adversely affects the grievant. The exercise or lack of exercise of Employer Rights and

Responsibilities (Article 7) is not grievable. Grievances arising out of disciplinary actions are covered by Article 19, Employee Disciplinary Procedures.

2. *Grievant.* A grievant is an employee or group of employees in the unit who file a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in a substantially similar manner may be consolidated at the discretion of management as a group grievance and will be represented by a single grievant.

3. *Day.* For the purpose of this Article "Day" means a calendar day. In computing any period of time prescribed or allowed by this Article, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included and the designated period of time expires at 5:00 p.m. on that day, unless it is a Saturday, a Sunday, or a County holiday, in which event the period runs until 5:00 p.m. on the next day which is not a Saturday, a Sunday, or County holiday.

**B. General Provisions.**

1. If a grievant/appellant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance is settled based upon the decision rendered at the most recent step utilized.

2. If a supervisor or manager fails to respond with an answer within the given time period, the existing decision stands and the grievant may appeal to the next higher level.

3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.

4. Time limits and formal levels may be waived by mutual written consent of the parties.

5. Proof of Service must be accomplished by certified mail or personal service.

6. If the grievant is not represented by a representative of the Association, the Association must be notified of the intended settlement of any Formal Level grievance prior to the settlement being finalized for the purpose of allowing Association input into its terms. If the Association does not provide a written response within ten (10) days after notification, the opportunity to respond is waived and the proposed settlement shall be implemented and the matter closed. If a timely written response is made, the Employer's representative will consider the Association's input prior to the settlement of the grievance. If on the basis of the Association's input, the grievant/appellant desires to exercise the further remaining avenues of appeal, the appeal will be considered timely if the grievant files the appeal within ten (10) days of the Association's written response to the County.

**C. Process.**

1. *Informal Level.* Within ten (10) days from the event giving rise to a potential grievance or from the date the employee could reasonably have been expected to



have had knowledge of the event, the employee may orally discuss the problem with his/her immediate supervisor. The supervisor has ten (10) days to give an answer to the employee.

**2. Formal Levels.**

Level 1: If the employee did not avail himself or herself of the informal level or is not satisfied with the resolution proposed at the informal level, the employee may:

- (a) Within ten (10) days from the event giving rise to a potential grievance or
- (b) Within ten (10) days from the date the employee could reasonably have been expected to have had knowledge of the event or
- (c) Within ten (10) days of receipt of the informal answer

file a formal written grievance with his/her department head containing a statement describing the grievance, the section of this Agreement allegedly violated, and the remedy the grievant has requested. The department head (or designee) will, within ten (10) days of receipt of the written grievance, give a written answer to the grievant on the form provided.

Level 2: If the grievant is not satisfied with the written answer of the department head or his/her designee, the grievant may, within ten (10) days from the receipt of the department head's answer, file a written appeal to the County Manager. Within ten (10) days of the County Manager's receipt of the grievant's written appeal, the County Manager or his/her designee must investigate the grievance and hold a meeting with the concerned parties. A written answer to the grievant must be provided within ten (10) days of the meeting. The answer is final and binding unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) as provided in Article 18 of this Agreement by filing a Notice of Intent to Arbitrate with the Human Resources Manager within fourteen (14) days of receipt of the County Manager or his/her designee's answer.

## **ARTICLE 18. EXTERNAL HEARING OFFICER**

### **A. Designation.**

The External Hearing Officer (EHO) shall be designated by the parties after requesting a list of qualified arbitrators, from the American Arbitration Association, or the Federal Mediation & Conciliation Service. The parties shall strike names from the list until a final name remains.

### **B. Costs.**

The fees and expenses of obtaining and employing the EHO and of a court

reporter, if used, shall be shared equally by the Association and the Employer. Each party, however, shall bear the cost of its own presentation including preparation and post-hearing briefs, if any.

**C. Timely Hearings and Decisions.**

The EHO shall set the matter for hearing in a timely manner. The EHO's decision shall be rendered within thirty (30) days from the date of hearing and shall include his/her findings of facts on the issue(s) submitted.

**D. Effect of Decision.**

Decisions of an EHO on grievances properly before him or her will be final and binding unless the award will cost the County more than \$100,000. In the event the award does exceed \$100,000, the decision will be advisory to the County Board of Commissioners. The Board will make the final decision, which in its discretion it deems proper after review of the EHO's report or conducting further investigation as it sees fit. If the Board has taken no action after having been in receipt of an EHO's decision for thirty (30) days, the decision of the EHO will become final and binding. Decisions of the External Hearing Officer on disciplinary appeals properly before him/her will be final and binding on both parties.

**E. Authority of EHO.**

No EHO shall entertain, hear, decide, or make recommendations on any dispute unless such dispute involves an eligible employee in this represented Association and unless 1) such dispute falls within the definition of a grievance as set forth in Section A. 1. of Article 17 Grievance Procedure, or 2) unless such dispute involves disciplinary suspension(s) within the same calendar year exceeding forty (40) working hours, demotion, or discharge as set forth in Article 19, Employee Disciplinary Procedures, and has been processed in accordance with all provisions thereof and herein.

**F. Matters Subject to EHO Procedure.**

Proposals to create, add to, or change this written agreement or addenda supplementary hereto shall not be grievable nor submitted to an EHO and no proposal to modify, amend, or terminate a negotiated agreement, nor any matter or subject arising out of or in connection with such proposal, may be referred to this process. Likewise, no grievance arising out of the exercise of Article 7, Employer Rights and Responsibilities, shall be submitted to this procedure.

**G. Rules of Evidence.**

Strict rules of evidence shall not apply. However, rules of evidence and procedures for conduct of hearings shall be guided by the standards in the American Arbitration Association's voluntary arbitration rules or the Nevada Administrative Procedure Act, NRS 233B.123.

## **ARTICLE 19. EMPLOYEE DISCIPLINARY PROCEDURES**

### **A. Basis for Disciplinary Action.**

The tenure and status of every Association employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet these standards may be grounds for appropriate disciplinary action. Disciplinary action will be for just cause and may, in addition to the causes set forth in the Personnel Ordinance and Policies, be based upon any of the following grounds: failure to fully perform required duties, insubordination, failure to comply with or abuse of Employer policies or rules, unexcused absences, misuse or abuse of Employer property or equipment, substandard job performance, commission of a felony or other crime involving moral turpitude, and commission of other acts which are incompatible with service to the public. The employee rights of this article do not apply to probationary employees.

### **B. Types of Discipline.**

The following procedure will apply when, in the judgment of the employee's supervisor, an employee has committed an act or omission which justifies a written reprimand, demotion, discharge or suspension without pay. Disciplinary action will normally progress from the least to the most severe. However, nothing in this agreement requires this progression in cases where more severe disciplinary action is appropriate.

### **C. Response to Appeals from Written Reprimand.**

An employee who receives a written reprimand is afforded the right to have his or her written response attached to the reprimand and placed into his/her personnel file. The response must be submitted before the end of the fourteenth day following receipt of the reprimand by the employee. This is the only avenue of appeal for a written reprimand. If an employee submits a response, he/she may forward a copy of the response to Human Resources and the County Manager.

### **D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges, and Appeal.**

A management representative will be designated by the department head. The management representative must advise the employee in writing of the proposed action. The written statement must contain:

1. A description of the events which necessitated the proposed demotion, suspension or discharge.
2. A statement of the charges and the date of the proposed action.
3. Notification that the employee may review or make copies of available materials leading to the demotion, suspension or discharge.
4. The right of the employee to meet with the designated management representative and to submit in writing his or her response to the proposed action

no later than the tenth calendar day following receipt of the notice. The time limit may be extended by written agreement.

5. Notice that if no response is received by the designated management representative from the Employee or his or her representative within the time period allowed, the County may impose the discipline as proposed and the employee waives all rights to appeal.

6. Notice that the employee has a right to be represented by the Association.

7. Notice that if the proposed disciplinary action is a suspension or termination of employment, the employee may be placed on unpaid administrative leave pending the employee's response.

8. Notice that the employee has the right to appeal.

**E. Employee's Response and Meeting.**

An employee's opportunity to respond to the designated management representative although essential to the process, is not intended to be an adversary hearing. The employee may:

1. Present witnesses in support of his or her opposition to the proposed demotion, suspension, or discharge.

2. Be accompanied and represented by a person of his/her choice during this procedure.

The limited nature of this response does not preclude management's authority to initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the supervisor's information leading to the proposed discipline.

The County may institute the proposed discipline prior to the date of the meeting contemplated in (D)(4). If the discipline is overturned or reduced, the employee must be made whole for any unpaid administrative leave time lost during the response period, and any unpaid administrative leave served before the response hearing will be applied to an upheld or an unappealed suspension period.

**F. Employer Action.**

Following his/her review of a proposed disciplinary action, the designated management representative must issue a signed statement indicating his or her decision based on the employee's response.

1. If the proposed action is to be implemented, the specific charges against the employee and the effective date of the action will also be included.

2. The statement must be mailed by certified mail or be personally delivered to the employee no later than ten (10) days after the meeting with the employee or receipt of his/her response, whichever is later.

3. This statement must clearly inform the employee that the employee has the right to request an appeal hearing, if a request for a hearing is made in writing within ten (10) days after receipt of this notice.

**G. Appeal Procedure.**

This appeal procedure applies to cases of demotion, discharge and suspension without pay.

1. If, within the ten (10) day appeal period, the employee does not file an appeal, the action of the management representative is considered conclusive.

2. If, within the ten (10) day appeal period, the employee files a notice of appeal with the County Manager (with a copy to the Human Resources Manager), the County Manager or his/her designee will investigate the grievance and hold a meeting with the concerned parties within ten (10) days. A written answer will be provided to the grievant within ten (10) days of the meeting. The answer is final unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) by filing a Notice of Intent to Arbitrate with the Human Resources Manager within ten (10) days of receipt of the answer. Appeals of any disciplinary suspension, which when combined with previous disciplinary suspensions during the same calendar year total fewer than forty (40) working hours, are not eligible for appeal to the EHO.

**H. Investigatory Interviews.**

An employee about to undergo an investigatory interview may be accompanied by an Association representative and reasonable notice will be given. Reasonable notice means notification eighteen (18) hours prior to the actual meeting except when circumstances may require a prompt investigatory interview or the notice period is reduced by the employee.

**I. Notice of Behavior**

No document will be placed in an employee's personnel file(s) unless a copy has been presented to the employee and he or she has signed the original. An employee's signature on the original indicates the employee has received the document and does not signify that the employee agrees with the content thereof.

**ARTICLE 20. REDUCTION IN FORCE**

**A. Procedure.**

If, due to lack of funds, lack of work, enhanced efficiency, or curtailment of operations it is necessary to reduce the Employer's work force, the appointing authority will determine the classifications and number of employees to be reduced. Layoffs within a classification will proceed in ascending order of seniority within the department, provided that the remaining employee(s) within that classification have demonstrated the ability to effectively perform the required work. Ability shall be determined based on the affected employee's most recent performance evaluations. For layoff purposes, seniority shall first be based on the

amount of continuous service within all operations of County government. If seniority is equal, the employees to be laid off shall be determined by "past performance." No regular full-time employee shall be laid off or demoted while there are temporary or probationary employees serving in the same classification in the County, provided they are fully qualified to do the remaining work required to be performed as determined by the County.

**B. Notice.**

All regular employees due to be laid off shall be given written notice of such layoff at least thirty (30) calendar days prior to the effective date. After the County has notified the employees who are to be laid off, the County will provide a list of such employees to the Association along with the applicable seniority list(s). The Association may request to meet and discuss the layoffs with the County.

**C. Demotion In-lieu of Layoff.**

In lieu of being laid off, an employee may elect demotion to any class of a lower maximum salary within the same class series if such demotion is deemed feasible by the Employer. An employee who elects demotion in lieu of layoff shall be reinstated to his/her former class once the former position becomes available, provided, however, the employees would be next hired according to reverse order of layoff. The commitment will extend for eighteen (18) months beyond the date of demotion.

**D. Reemployment.**

The names of regular employees laid off shall be placed on the reemployment list within the department which laid off the employee for the class or position involved in reverse order of termination. The names of the regular employees laid off will also be placed on a County-wide reemployment list in reverse order of termination and in the event there is a position in the County for which the employee is qualified, he/she may be offered that position with the approval of the hiring authority. The commitment will extend for eighteen (18) months beyond the date of layoff; provided any employee who fails to maintain updated contact information with the County or fails to respond to any inquiry from the County pursuant to this Article will be dropped from the reemployment list and forfeit all rights under this Article.

**E. Restoration of Benefits.**

Employees who are reemployed within eighteen (18) months after they are laid off will be entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff. These employees will resume the accumulation of continuous service credit and retain all previously accrued seniority rights, losing only the time when they were in the laid off status.

## **ARTICLE 21. CLASSIFICATIONS AND EMPLOYEE STATUS**

### **A. New and Changed Classifications.**

The Employer shall notify the Association, in writing, of any proposed new or changed job title classifications. Within seven (7) days after receiving notification, the Association may request a meeting to discuss the changes with the Employer. Such meeting shall be scheduled within the following fourteen (14) days and all actions related to the discussions completed within thirty (30) days following original notice from the Employer.

### **B. Reclassification Request.**

When there has been a change in the duties and/or responsibilities of a position, the affected employee may, at any time, request in writing a job audit through his/her Department Head. The employee must be notified of any action to be taken by the Employer, including the job audit, within a reasonable period of time not to exceed sixty (60) days of the employee's request.

### **C. Transfers.**

When an employee is transferred to another position in the same or related class at the same grade level, the employee shall continue at his/her current rate of pay.

### **D. Promotions.**

When an employee is promoted to a position in a higher pay grade, the employee shall be placed at the minimum of the new pay range or shall receive a 10% increase in the employee's current wage, whichever is greater. An employee may receive a wage increase greater than 10% if the Department Head or Elected Official, in his or her sole discretion, believes the increase is necessary and obtains authorization from the County Manager. Any wage increase resulting in a wage greater than the midpoint of the new pay range must be approved by the Douglas County Board of Commissioners. Any new pay rate, upon promotion, must not exceed the maximum rate of the new pay range. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase must be included in the base wage before the 10% promotion increase is calculated. Special salary adjustments must not be included in the employee's base wage rate for the purpose of calculating wage increases under Article 21.

### **E. Progression of Positions within Job Families.**

The employer's classification plan contains Association positions that fall within job "families." Examples that illustrate job families for the Association include, but are not limited to: 1. Public Safety Dispatcher Trainee to Public Safety Dispatcher and 2. Utility Systems Technician Trainee to Utility Systems Technician I to Utility Systems Technician II. Employees may progress within their job family at any time if the employee's supervisor has determined that the employee has acquired

the necessary skills and abilities of the higher level position within the job family. Each position's required skills and abilities are detailed in the County's job descriptions. If the job progression occurs at the time of the employee's annual performance evaluation, then the pay grade adjustment associated with the job progression will occur after the merit salary increase adjustment. Progression within a job family is not a promotion nor does it require probation.

**F. Demotions.**

An employee reassigned by management to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of a layoff, for reasons of disability or incapacity, etc.) will receive a salary reduction commensurate with the specific job duties as determined by the employer. An employee reassigned to a position in a lower classification because of a reorganization will receive a salary reduction of no more than 15% from the employee's current salary at the time the reorganization is implemented. The anniversary date for future salary increase consideration changes shall be the date of demotion in accordance with County policy for demotions other than those that are voluntary or due to a reorganization.

**G. Reclassifications.**

If a reclassification results in an employee's position being downgraded within the compensation plan, and the employee's current wage is within the new, lower salary range, there will be no change in the employee's pay. If the employee's wage is higher than the new salary range maximum, the employee's wage will not be reduced. No pay increase will be granted to such an employee as long as the employee's wage is at or above the top of the new salary range. If the employee's wage is currently below the minimum of the new range, the employee's salary will be increased to meet the minimum wage rate.

**H. Probationary Period.**

1. *Initial Probation.* Upon initial appointment, all unit employees will serve the equivalent of twenty-six complete biweekly pay periods of full-time service as a probationary period, during which time the employee may be dismissed without cause or right of appeal. The appointing authority will give the employee a performance assessment at the end of thirteen (13) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or to continue probation for the twenty-six (26) complete biweekly pay periods. The employer will provide tools to supervisors to encourage ongoing feedback regarding performance of new hires. The County will inform supervisors and the appointing authority of the option to end probation after thirteen (13) complete biweekly pay periods. Failure to give an employee an assessment after six (6) months of employment is not grounds for ending the probationary period nor does it affect the employee's probationary status.



2. *Promotional Probation.* Upon promotion to a classification with a higher salary schedule, a unit employee will serve the standard thirteen (13) complete biweekly pay periods of full-time service as a probationary period. The appointing authority will give the employee a performance assessment at the end of seven (7) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or continue the probation. Either the manager may demote the employee or the employee may voluntarily demote before the end of the seventh complete biweekly pay period of his/her qualifying period, to the position and salary previously held. Either way, the employee may return without penalty.

a. *Employees who had regular status in previous position.* An employee who fails to pass probation but who had status as a regular non-probationary employee in a previous classification will have a right to return to a position in that classification if available. Such removal from the higher classification is without cause or right of appeal.

b. *Employees who do not have regular status in a previous position.* An employee who fails to pass probation and has no regular employment status in another classification in the County, will be dismissed from employment without cause or right of appeal. An employee who has not successfully completed an initial probationary period in his or her previous classification, does not have a right to return to that previous classification.

c. *Employees Rehired After Termination During the Promotional Probation Period.* An employee who fails to pass the promotional probation and whose employment is terminated pursuant to this subsection, but who is rehired by the County for a different position within six (6) months of the date of the termination of the employee's employment, will resume the accumulation of continuous service credit and retain all previously accrued seniority rights, excepting only the time between the date of the termination of the employee's employment and the date the employee is rehired.

## **ARTICLE 22. EFFECTS OF SUBCONTRACTING**

Employer agrees to notify the Association twenty-one (21) days prior to subcontracting work currently performed by unit members which will cause the layoff of those unit employees. Provided the Association submits a response within ten (10) days of the notice, the Employer will consider the Association's response prior to subcontracting any Association work. Upon written request from the Association, the Employer agrees to meet and negotiate the impact and effects of such planned subcontracting on the affected Association members.

## **ARTICLE 23. LABOR MANAGEMENT COMMITTEE**

### **A. Representatives and Function.**

A committee of two (2) representatives of the Employer and two (2) representatives of the Association shall meet upon the request of either party. The meetings will be held at mutually agreed times and places, and shall be for the purpose of:

1. Discussing the administration of this Agreement.
2. Exchange of general information of interest to both parties.
3. Giving the Association representatives the opportunity to share the views of their members or make suggestions on subjects of interest to their members.
4. Improving County services.
5. Increasing efficiency and effectiveness of County operations.
6. Pay for Performance System.
7. County Uniform Policy; and
8. Tuition Reimbursement Policy.

### **B. Notice of Issues.**

Any issues to be discussed shall be advanced by the requesting party to the other at least seventy-two (72) hours prior to the scheduled meeting.

### **C. Recommendations.**

Any conclusions or mutual recommendations of this Committee shall be reduced to writing.

### **D. Advisory Function.**

The Labor Management Committee shall be advisory only and shall not engage in collective bargaining or reach any agreements to amend the contract.

### **E. Chairperson.**

The initial Chairperson shall be an Association representative and thereafter the Chair shall rotate at six (6) month intervals between the Association and the Employer.

### **F. Attendance by Other Persons.**

Additional persons may attend the Labor-Management meetings at the request of either party to present information to the committee members.

### **G. Fiscal Issues.**

If Employer experiences sustainable financial growth (i.e., ongoing revenues of Employer are significantly larger than actual expenses), then the parties agree to meet and discuss whether the Employer has the financial ability to change the monetary benefits to employees.

## **ARTICLE 24. UNIFORM ALLOWANCE**

### **A. Uniforms.**

Association personnel required to wear uniforms shall be provided with those uniforms by the County. If the County provides uniforms through a uniform service (outside contractor), the County will cover the cost to clean the uniforms on a schedule determined by the department. If the County purchases uniforms, Association personnel are responsible to clean the uniforms. The County agrees to meet and confer with the Association prior to implementing changes to the County Uniform Policy.

### **B. Safety Footwear.**

Where steel-toed or safety footwear is required for County duty, the County will provide a footwear allowance of up to one hundred fifty dollars \$150.00 every year based upon receipts or other documentation to reimburse the employee for the difference in price between steel-toed equipped footwear and similar acceptable footwear without steel toe protection. The one-year period will be calculated from the date the employee last received a footwear allowance. However, the employee will receive up to the full allowance at any time his/her steel-toed or safety footwear is damaged so as to render the footwear unserviceable (excluding normal wear and tear as determined by the Department Head) while the employee is performing his/her duties provided that, within twenty-four (24) hours of the damage, the employee notifies the employee's Department Head or Supervisor of the on-the-job damage to the footwear. The Department Head shall identify the positions which are eligible for the allowance. Footwear purchased under this section must comply with applicable safety standards established by the County or with OSHA standards. An additional \$50 per year for foul weather gear will be provided to the designated employee classifications for the authorized gear listed in the attached Appendix "B."

### **C. Personal Property.**

Upon approval of the employee's supervisor or Department Head, the County will reimburse an employee for the cost of repairing or replacing watches or prescription eyeglasses/contact lenses that were damaged or stolen while the employee is performing his/her duties, within twenty-four (24) hours notification to the Department Head or supervisor as follows:

1. Watches up to \$50; and,
2. Prescription eyeglasses/contact lenses up to 50% of the repair or replacement cost up to the maximum of \$300. The County's maximum share is \$150, but the County will pay the first \$100 for repair or replacement.
3. In the case of watches and prescription eyeglasses/contact lenses that are lost or stolen, this benefit is limited to one time per year, and the year will be calculated on a rolling basis.

4. The employee shall provide a receipt to the County (for damaged and stolen property) and a copy of Police Report (for stolen property) prior to any reimbursement under this section.

## **ARTICLE 25. TUITION REIMBURSEMENT**

To encourage improvement of the County's workforce, the County will reimburse 100% of the cost (e.g., registration, tuition, books, lab fees) for any educational course or class an employee is directed in writing to attend by an employee's supervisor or Department Head. For any course requested by an employee and approved in writing by an employee's supervisor or Department head, tuition reimbursement shall be in accordance with County policy. The County agrees to meet and confer with the Association prior to implementing changes to the County Tuition Reimbursement Policy.

## **ARTICLE 26. PEACEFUL PERFORMANCE**

- A. The parties to this Agreement recognize and acknowledge that the services performed by the employees covered by this Agreement are essential to the public health, safety and general welfare of the residents of the County of Douglas. The Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the Association take part in any:
  1. strike.
  2. sit-down.
  3. stay-in.
  4. sick-out.
  5. slow-down.
  6. picketing in connection with a labor dispute (hereinafter collectively referred to as a work-stoppage) in any office or department of the County.
  7. curtail any work.
  8. restrict any production.
  9. interfere with any operation of the Employer.
- B. In the event of any such work-stoppage by any member of the Association, the Employer shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.
- C. In the event of any work-stoppage during the term of this Agreement, whether by the Association or by any member of the Association, the Association by its officers, shall immediately declare in writing to the Employer's Authorized Agent that such work stoppage is in violation of this Agreement and unauthorized, and

further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the Employer. In the event of any work-stoppage, if the Association promptly and in good faith, performs the obligations of this paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work-stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the Employer shall have the right to discipline, to include discharge, any employee who instigates, participates in or gives leadership to, any work-stoppage activity herein prohibited, and the Employer shall have the right to seek full legal redress, including damages, against any such employee.

- D. The employer agrees not to lock out during the term of this Agreement.

## **ARTICLE 27. ENTIRE AGREEMENT, MODIFICATION AND WAIVER**

- A. It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties, whether formal or informal, written or unwritten, regarding such matters are hereby superseded or terminated in their entirety.

Those topics in the County's Personnel Code pertaining to members of this Association which are not superseded hereby and which are specifically stated as covered within the mandatory scope of bargaining as listed in NRS 288.150(2), shall not be changed without prior discussion and negotiation with the Association.

- B. It is agreed and understood that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

Except as required by this agreement and NRS 288, the parties agree that neither party is required to negotiate any subject or matter.

- C. Any agreement, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the Board of Commissioners.
- D. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

## **ARTICLE 28. DRUG TESTING**

The County's drug and alcohol testing policy shall be in effect. The parties will meet and confer if substantial changes regarding discipline are proposed by the County. However, if state or federal law requires the County to make those changes, the changes will be implemented as required and within applicable time frames. Nothing in this article shall preclude an employee or the Association from appealing disciplinary action pursuant to Article 19.

## **ARTICLE 29. SAFETY COMMITTEE**

The Douglas County Safety Committee is composed of employees from various departments and functions as an advisory body and makes recommendations to the Employer regarding the Douglas County Safety Program. The Association will designate two individuals to sit on the Safety Committee and, once reviewed by the County Manager, those individuals will serve on the committee.

## **ARTICLE 30. SAVINGS PROVISION**

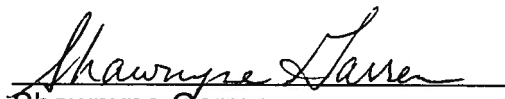
- A. Should any provision of the Agreement be found to be in contradiction of any Federal law or State law, by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise canceled or amended. In the event that any provision shall be held unlawful and unenforceable by a court of competent jurisdiction, the parties agree to meet forthwith for the purpose of negotiating such provision in an attempt to reach a valid agreement.
- B. In the event that Section A above is impacted by a change to Chapter 288 of the Nevada Revised Statutes, the County and the Association will meet at the request of either party to discuss the impact of the change in Chapter 288 of the Nevada Revised Statutes on the current negotiated agreement.

### **FOR THE EMPLOYER**

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Doug Ritchie  
Douglas County Chief Negotiator

### **FOR THE ASSOCIATION**



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Shawnyne Garren  
Association Chief Negotiator

**FOR THE EMPLOYER**

\_\_\_\_\_  
Doug N. Johnson, Chairman  
Douglas County Board of Commissioners

Dated: \_\_\_\_\_

**FOR THE ASSOCIATION**

Shawnyne Garren  
Shawnyne Garren, President  
Douglas County Employees Association

Dated: 7/17/15

# APPENDIX "A"

## SALARY RANGES DOUGLAS COUNTY PAY PLAN Effective 07/01/2015

PAY GRADE	TITLE	JOB CODE	HOURLY MIN	HOURLY MID	HOURLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX
A1	Intern	2250	\$8.50	\$10.63	\$12.75	\$17,680.00	\$22,110.40	\$26,520.00
A1	Library Page	2530	\$8.50	\$10.63	\$12.75	\$17,680.00	\$22,110.40	\$26,520.00
A1	Mail Services Clerk	2580	\$8.50	\$10.63	\$12.75	\$17,680.00	\$22,110.40	\$26,520.00
A1	Recreation Aide	3090	\$8.50	\$10.63	\$12.75	\$17,680.00	\$22,110.40	\$26,520.00
A2	Animal Care Assistant	1150	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Apprentice Court Clerk	1580	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Culinary Specialist	3110	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Driver - DCEA	3470	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Food Services Worker - DCEA	2100	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Home Health Aide	2160	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Office Assistant - DCEA	2820	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Parks Maintenance Assistant	2600	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Recreation Leader - DCEA	3130	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Town Maintenance Assistant	2610	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2	Utility Systems Technician Trainee	3460	\$13.08	\$16.35	\$19.62	\$27,206.40	\$34,008.00	\$40,809.60
A2b	Driver - non-represented	3470	\$11.69	\$16.35	\$19.62	\$24,315.20	\$34,008.00	\$40,809.60
A2b	Food Services Worker - non-represented	2100	\$11.69	\$16.35	\$19.62	\$24,315.20	\$34,008.00	\$40,809.60
A2b	Office Assistant - non-represented	2820	\$11.69	\$16.35	\$19.62	\$24,315.20	\$34,008.00	\$40,809.60
A2b	Recreation Leader - non-represented	3130	\$11.69	\$16.35	\$19.62	\$24,315.20	\$34,008.00	\$40,809.60
A3	Accounting Clerk	1020	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Assessor Clerk	1250	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Case Manager	1430	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Culinary Specialist Senior	1070	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Deputy Recording Clerk	1750	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40



A3	DUI Diversion Case Manager	2015	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Emergency Communications Specialist Trainee	3025	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Food Services Worker Senior	2080	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Library Technician	2560	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Office Specialist - DCEA	2840	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Records Management Clerk	3070	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Recreation Leader Senior	3140	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Sheriff's Records & Licensing Technician	3230	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Town Sanitation Specialist	1650	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Youth Detention Counselor Trainee	1450	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3	Youth Services Counselor Trainee	1460	\$16.25	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3b	Court Records Technician	1730	\$15.02	\$20.31	\$24.38	\$33,800.00	\$42,244.80	\$50,710.40
A3b	Office Specialist - non-represented	2840	\$15.02	\$20.31	\$24.38	\$31,241.60	\$42,244.80	\$50,710.40
A3b	Recreation Leader Senior - non-represented	3140	\$15.02	\$20.31	\$24.38	\$31,241.60	\$42,244.80	\$50,710.40
A3b	Security Officer	3210	\$15.02	\$20.31	\$24.38	\$31,241.60	\$42,244.80	\$50,710.40
A3b	Town Maintenance Specialist	2680	\$15.02	\$20.31	\$24.38	\$31,241.60	\$42,244.80	\$50,710.40
A4	Accounting Clerk Senior	1030	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Accounting Specialist	1050	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Alternative Sentencing Specialist	1140	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Appraiser Trainee	1210	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Assessor Clerk Senior	1230	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Child Support Caseworker	2480	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Clerk to the Board	1575	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Deputy Clerk/Treasurer - DCEA	1760	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Deputy Recording Clerk Senior	1810	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Domestic Violence Coordinator	1980	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Emergency Communications Specialist	3030	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Legal Secretary	2470	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Library Technician Senior	2550	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Secretary - DCEA	3190	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Town Maintenance Specialist Senior	2720	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Town Sanitation Specialist Senior	2710	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80

A4	Transportation Officer	3400	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Warrants & Extradition Specialist	3610	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Youth Camp Maintenance Specialist Senior	1040	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Youth Services Counselor	3580	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4	Youth Services Counselor-JPO	3520	\$17.81	\$22.26	\$26.71	\$37,044.80	\$46,300.80	\$55,556.80
A4b	Deputy Clerk/Treasurer - non-represented	1760	\$15.14	\$22.26	\$26.71	\$31,491.20	\$46,300.80	\$55,556.80
A4b	Deputy Court Clerk	1820	\$15.14	\$22.26	\$26.71	\$31,491.20	\$46,300.80	\$55,556.80
A4b	Secretary - non-represented	3190	\$15.14	\$22.26	\$26.71	\$31,491.20	\$46,300.80	\$55,556.80
A5	Administrative Assistant	1090	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Case Manager Senior	2830	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Deputy Clerk/Treasurer Senior	1830	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Deputy Court Clerk Senior	1540	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Development Coordinator	1890	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Emergency Communications Specialist Senior	3035	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Evidence Technician	2050	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Legal Secretary Senior	2460	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Recreation Specialist - DCEA	1380	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Weed Control Program Coordinator	3500	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5	Youth Services Counselor Senior	1510	\$19.52	\$24.40	\$29.28	\$40,601.60	\$50,752.00	\$60,902.40
A5b	CASA Coordinator	2010	\$16.81	\$24.40	\$29.28	\$34,964.80	\$50,752.00	\$60,902.40
A5b	Recreation Specialist - non-represented	1380	\$16.81	\$24.40	\$29.28	\$34,964.80	\$50,752.00	\$60,902.40
A5b	Youth Detention Counselor	3540	\$16.81	\$24.40	\$29.28	\$34,964.80	\$50,752.00	\$60,902.40
D1	Chief Juvenile Probation Officer	1530	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Chief Technology Officer	1920	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Court Administrator	2350	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Director Emergency Communications	2020	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Director Human Resources	2200	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Library Director	2520	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Town Manager - Gardnerville	2120	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D1	Town Manager - Minden	2120	\$38.38	\$47.98	\$57.58	\$79,830.40	\$99,798.40	\$119,766.40
D2	Director Community Development	1900	\$42.01	\$52.51	\$63.01	\$87,380.80	\$109,220.80	\$131,060.80
D2	Director Community Services/Parks &	1910	\$42.01	\$52.51	\$63.01	\$87,380.80	\$109,220.80	\$131,060.80



M2	Superintendent Town Public Works	3260	\$34.96	\$43.69	\$52.43	\$72,716.80	\$90,875.20	\$109,054.40
M2	Superintendent Utility Systems	3300	\$34.96	\$43.69	\$52.43	\$72,716.80	\$90,875.20	\$109,054.40
P1	Accountant	1000	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Appraiser	1190	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Assistant Planner	2950	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Budget Analyst	1335	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Building Plans Examiner	1390	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Civil Engineering Plans Examiner	3100	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Court Operations Specialist	1960	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Department Systems IT Coordinator	2230	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Family Support Case Manager	2500	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	GIS Analyst	2150	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Human Resources Analyst	2170	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Juvenile Probation Officer	2400	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Librarian - DCEA	2490	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Main Street Program Manager	3630	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Management Analyst	1310	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Substance Abuse Counselor	1490	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1	Youth Services Case Manager	3570	\$22.34	\$27.92	\$33.51	\$46,467.20	\$58,073.60	\$69,700.80
P1b	Law Clerk	2430	\$20.79	\$27.92	\$33.51	\$43,243.20	\$58,073.60	\$69,700.80
P1b	Librarian - non-represented	2490	\$20.79	\$27.92	\$33.51	\$43,243.20	\$58,073.60	\$69,700.80
P1b	Recreation Coordinator	3120	\$20.79	\$27.92	\$33.51	\$43,243.20	\$58,073.60	\$69,700.80
P2	Accountant Senior	1010	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Associate Planner	2960	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Budget Analyst Senior	1260	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Business Systems Analyst	1336	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Community Relations Manager	1620	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	GIS Analyst Senior	2140	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Human Resources Analyst Senior	2190	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Judicial Executive Assistant	1060	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Juvenile Probation Officer Senior	2410	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Network Security Administrator	2755	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2	Systems Administrator	1080	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60

P2	Youth Services Case Manager Senior	3590	\$25.01	\$31.26	\$37.52	\$52,020.80	\$65,020.80	\$78,041.60
P2b	Appraiser Senior	1180	\$22.31	\$31.26	\$37.52	\$46,404.80	\$65,020.80	\$78,041.60
P3	Chief Deputy Appraiser	1200	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Civil Engineering Plans Examiner Senior	1570	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Economic Vitality Manager	1320	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Judicial Fiscal Management Analyst	1110	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Planner Senior	2990	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Staff Attorney	1100	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Stormwater Program Manager	1940	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Substance Abuse Counselor Supervisor	3250	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3	Systems Engineer Senior	2775	\$29.46	\$36.82	\$44.19	\$61,276.80	\$76,585.60	\$91,915.20
P3b	Civil Engineer	1560	\$26.46	\$36.82	\$44.19	\$55,036.80	\$76,585.60	\$91,915.20
P3b	Law Clerk Senior	2440	\$26.46	\$36.82	\$44.19	\$55,036.80	\$76,585.60	\$91,915.20
P4	Civil Engineer Senior	1550	\$33.35	\$41.69	\$50.02	\$69,368.00	\$86,715.20	\$104,041.60
P4	Juvenile Services Psychologist	3600	\$33.35	\$41.69	\$50.02	\$69,368.00	\$86,715.20	\$104,041.60
PS1	Alternative Sentencing Officer	1130	\$19.10	\$23.88	\$28.66	\$39,728.00	\$49,670.40	\$59,612.80
PS1	Deputy Constable	1770	\$19.10	\$23.88	\$28.66	\$39,728.00	\$49,670.40	\$59,612.80
PS1	Deputy Sheriff I	1840	\$19.10	\$23.88	\$28.66	\$39,728.00	\$49,670.40	\$59,612.80
PS2	Deputy Constable Senior	1660	\$21.08	\$26.35	\$31.63	\$43,846.40	\$54,808.00	\$65,790.40
PS2	Deputy Sheriff II	1850	\$21.08	\$26.35	\$31.63	\$43,846.40	\$54,808.00	\$65,790.40
PS3	Investigator I	2280	\$23.89	\$29.87	\$35.84	\$49,691.20	\$62,129.60	\$74,547.20
PS3	Investigator-DA	2300	\$23.89	\$29.87	\$35.84	\$49,691.20	\$62,129.60	\$74,547.20
PS4	Investigator II	2290	\$25.51	\$31.89	\$38.27	\$53,060.80	\$66,331.20	\$79,601.60
PS4	Investigator-DA Senior	2310	\$25.51	\$31.89	\$38.27	\$53,060.80	\$66,331.20	\$79,601.60
PS5	Chief Alternative Sentencing Officer	1440	\$27.51	\$34.39	\$41.27	\$57,220.80	\$71,531.20	\$85,841.60
PS5	Sergeant	3220	\$27.51	\$34.39	\$41.27	\$57,220.80	\$71,531.20	\$85,841.60
PS6	Captain	1410	\$38.22	\$47.78	\$57.34	\$79,497.60	\$99,382.40	\$119,267.20
PS7	Undersheriff	3410	\$48.51	\$60.64	\$72.77	\$100,900.80	\$126,131.20	\$151,361.60
S1	Building Inspector Senior	1350	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80
S1	Child Support Supervisor	1640	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80
S1	Culinary Supervisor	1700	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80
S1	Records Management Supervisor	3080	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80
S1	Transportation Supervisor	3390	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80

S1	Youth Detention Supervisor	3550	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80
S1	Youth Services Supervisor	1610	\$21.47	\$26.84	\$32.21	\$44,657.60	\$55,827.20	\$66,996.80
S1b	Food Services Supervisor	2090	\$17.02	\$26.84	\$32.21	\$35,401.60	\$55,827.20	\$66,996.80
S2	Animal Services & Care Supervisor	1160	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	CASA Administrator	1420	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Chief Deputy Clerk/Elections	1990	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Chief Deputy Treasurer	1520	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Emergency Communications Supervisor	1360	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Library Supervisor	2510	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Maintenance Operations Supervisor	1860	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Parks Supervisor	2930	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Recreation Supervisor	3160	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Tahoe Chief Deputy Clerk/Treasurer	3330	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2	Town Maintenance Supervisor	3490	\$25.06	\$31.33	\$37.59	\$52,124.80	\$65,166.40	\$78,187.20
S2b	Administrative Services Manager	2850	\$20.49	\$31.33	\$37.59	\$42,619.20	\$65,166.40	\$78,187.20
T1	Animal Services Officer	1170	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Code Enforcement Officer	1590	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Computer Network Technician	1630	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Counter Technician-Building	1690	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Counter Technician-Planning	1740	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Engineering Technician	2030	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Fleet Services Technician	1240	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	GIS Technician	1220	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Library Services Coordinator	2540	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Maintenance Specialist	2670	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Park Ranger	2910	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Road Maintenance Operator	3170	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T1	Utility Systems Technician I	3430	\$18.08	\$22.61	\$27.13	\$37,606.40	\$47,028.80	\$56,430.40
T2	Building Inspector	1340	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Computer Network Technician Senior	1670	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Construction Inspector	1680	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Electrical Instrumentation Technician	2240	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Fleet Services Master Technician	2785	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00



T2	GIS Technician Senior	1120	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Maintenance Specialist Senior	2690	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Park Ranger Senior	2920	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Payroll Coordinator	2940	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Road Maintenance Operator Senior	3180	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Road Sign Maintenance Specialist	3240	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Telecommunications Technician	3380	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T2	Utility Systems Technician II	3440	\$20.33	\$25.42	\$30.50	\$42,286.40	\$52,873.60	\$63,440.00
T3	Code Enforcement Officer Senior	1600	\$22.35	\$27.94	\$33.53	\$46,488.00	\$58,115.20	\$69,742.40
T3	Fleet Services Master Technician Senior	2590	\$22.35	\$27.94	\$33.53	\$46,488.00	\$58,115.20	\$69,742.40
T3	Road Maintenance Coordinator	1400	\$22.35	\$27.94	\$33.53	\$46,488.00	\$58,115.20	\$69,742.40
T3	Utility Systems Technician Senior	3450	\$22.35	\$27.94	\$33.53	\$46,488.00	\$58,115.20	\$69,742.40

## **APPENDIX “B”**

Authorized gear consists of insulated pants, jacket, gloves, boots and hat. The represented Douglas County positions that are eligible to receive the foul weather allowance are listed below:

- Animal Services Officer
- Fleet Services Master Technician
- Fleet Services Master Technician Senior
- Electrical Instrumentation Technician
- Animal Care Assistant
- Maintenance Specialist
- Maintenance Specialist Senior
- Park Ranger
- Road Maintenance Operator
- Road Maintenance Operator Senior
- Road Sign Maintenance Specialist
- Road Maintenance Coordinator
- Telecommunications Technician
- Utility Systems Technician Trainee
- Utility Systems Technician I
- Utility Systems Technician II
- Utility Systems Technician Senior
- Weed Control Program Coordinator



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AGREEMENT

between

DOUGLAS COUNTY

and the

DOUGLAS COUNTY  
EMPLOYEES' ASSOCIATION

JULY 1, 2012 - JUNE 30, 2015

**2012 - 2015 Agreement**  
 between  
**Douglas County**  
 and the  
**Douglas County Employees' Association**

ARTICLE 1.	PARTIES .....	1
ARTICLE 2.	AUTHORIZED AGENTS.....	1
ARTICLE 3.	RECOGNITION .....	1
ARTICLE 4.	DEFINITIONS .....	2
A.	Appointing Authority.....	2
B.	Day .....	2
C.	Year .....	2
D.	Year of Service .....	2
E.	Regular Employee .....	2
ARTICLE 5.	ASSOCIATION RIGHTS.....	2
A.	Bulletin Boards.....	2
B.	Use of Employer Facilities .....	3
C.	Interdepartmental Mail System .....	3
D.	Use of Employer Copying Machines.....	3
E.	Association Representatives.....	3
F.	Dues Deductions.....	4
G.	Bargaining Unit Information .....	5
ARTICLE 6.	EMPLOYER RIGHTS AND RESPONSIBILITIES .....	5
ARTICLE 7.	SALARIES AND PAY PRACTICES .....	6
A.	Salaries and Pay for Performance .....	6
B.	Standby Pay.....	7
C.	Working Above Classification .....	7
D.	Merit and Pay for Performance Increases .....	7
E.	Outstanding Performance Pay.....	8
F.	Communications Trainer.....	8
G.	Shift Differential .....	8
ARTICLE 8.	MEDICAL AND DENTAL INSURANCE .....	8
A.	Cafeteria Plan .....	8
B.	Contribution Toward Health Benefit Package .....	9
C.	Monthly Contribution in Lieu of Core Medical Package .....	10
D.	County Benefits Committee .....	10

ARTICLE 9. HOURS .....	11
A. Work Hours .....	11
B. Rest Periods.....	11
C. Call Back Defined .....	11
D. PERS Reporting.....	11
E. Call Back Minimum .....	11
ARTICLE 10. OVERTIME .....	12
A. Defined .....	12
B. Overtime Compensation .....	12
C. Budgetary Constraints .....	12
D. Compliance with FLSA.....	12
E. Compensating Time Off (CTO).....	12
ARTICLE 11. LEGAL HOLIDAYS .....	13
A. Defined .....	13
B. Holiday on Leave .....	13
C. Holiday on Scheduled Day Off.....	13
D. Pay for Either Holiday Worked or Holiday Observed .....	14
ARTICLE 12. ANNUAL LEAVE.....	14
A. Accrual .....	14
B. Accrual During Probation .....	14
C. Payment on Separation .....	14
D. Payment on Death .....	14
E. Carry-over of Annual Leave to Following Year .....	14
F. Personal Day .....	15
G. Approval for Use of Annual Leave .....	15
ARTICLE 13. SICK LEAVE.....	15
A. Entitlement.....	15
B. Sick Leave Accrual .....	16
C. Maximum Accrual .....	16
D. Authorization of Usage.....	16
E. Certificate of Illness .....	16
F. Reporting Requirements .....	17
G. Family Medical Leave Act .....	17
H. Sick Leave Payoff .....	18
I. Catastrophic Leave .....	18
J. Sick Leave Incentive Program .....	18
ARTICLE 14. INJURY ON DUTY LEAVE .....	19
A. Injury on Duty.....	19
B. Injury Leave .....	19
C. Rights Protected .....	20

D. Light/Modified Duty Assignments.....	20
ARTICLE 15. LEAVES OF ABSENCE.....	20
A. Leaves of Absence Without Pay.....	20
B. Leaves of Absence With Pay.....	21
C. Military Leave.....	21
D. Other Leaves .....	21
ARTICLE 16. GRIEVANCE PROCEDURE.....	21
A. Definitions .....	21
B. General Provisions.....	22
C. Process .....	22
ARTICLE 17. EXTERNAL HEARING OFFICER.....	23
A. Designation.....	23
B. Costs .....	23
C. Timely Hearings and Decisions .....	23
D. Effect of Decision.....	23
E. Authority of EHO.....	23
F. Matters Subject to EHO Procedure.....	24
G. Rules of Evidence .....	24
ARTICLE 18. EMPLOYEE DISCIPLINARY DECISIONS.....	24
A. Basis for Disciplinary Action.....	24
B. Types of Discipline.....	24
C. Response to Appeals from Written Reprimand .....	25
D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges and Appeal.....	25
E. Employee's Response and Meeting .....	25
F. Employer Action.....	26
G. Appeal Procedure .....	26
H. Investigatory Interviews.....	26
I. Notice of Behavior.....	27
ARTICLE 19. REDUCTION IN FORCE .....	27
A. Procedure .....	27
B. Notice .....	27
C. Demotion In-lieu of Layoff.....	27
D. Reemployment.....	28
E. Restoration of Benefits .....	28
ARTICLE 20. CLASSIFICATIONS AND EMPLOYEE STATUS .....	28
A. New and Changed Classifications .....	28
B. Reclassification Request.....	28
C. Transfers .....	28

D. Promotions.....	28
E. Progression of Positions within Job Families .....	29
F. Demotions.....	29
G. Reclassifications .....	29
H. Probationary Period .....	30
ARTICLE 21. EFFECTS OF SUBCONTRACTING.....	30
ARTICLE 22. LABOR MANAGEMENT COMMITTEE .....	31
A. Representatives and Function .....	31
B. Notice of Issues .....	31
C. Recommendations.....	31
D. Advisory Function .....	31
E. Chairperson .....	31
F. Attendance by Other Persons.....	31
G. Fiscal Issues .....	31
ARTICLE 23. UNIFORM ALLOWANCE .....	32
A. Uniforms .....	32
B. Safety Footwear.....	32
C. Personal Property .....	32
ARTICLE 24. TUITION REIMBURSEMENT .....	33
ARTICLE 25. PEACEFUL PERFORMANCE .....	33
ARTICLE 26. ENTIRE AGREEMENT, MODIFICATION AND WAIVER .....	34
ARTICLE 27. DRUG TESTING.....	35
ARTICLE 28. SAFETY COMMITTEE .....	35
ARTICLE 29. SAVINGS PROVISION .....	35
ARTICLE 30. SUNSET PROVISION .....	35
SIGNATURE PAGE.....	36
APPENDIX A .....	37

**2012 - 2015 Agreement**  
between  
**Douglas County**  
and the  
**Douglas County Employees' Association**

**ARTICLE 1. PARTIES**

This agreement is entered into this 1st day of July, 2012, by and between the County of Douglas (hereinafter referred to as "County" or "Employer,") and the Douglas County Employees' Association (hereinafter referred to as "Association"), AND SHALL BE BINDING UPON THE PARTIES FROM July 01, 2012 through June 30, 2015, inclusive.

**ARTICLE 2. AUTHORIZED AGENTS**

For the purpose of the official notification to the Parties under this agreement, the following agents have been designated:

A. Employer's principal authorized agent shall be:

County Manager  
Douglas County  
County Administrative Offices  
Post Office Box 218  
Minden, Nevada 89423

B. Association's principal authorized agent shall be:

President  
Douglas County Employees Association  
Post Office Box 1265  
Minden, Nevada 89423

**ARTICLE 3. RECOGNITION**

The Employer recognizes the Association as the sole and exclusive collective bargaining agent for all employees of the Employer within those job classifications covered by this Agreement, who are presently employed and subsequently hired by the Employer. Temporary or seasonal employees or employees who regularly work less than thirty hours per week are excluded from the bargaining unit. Except as provided in and subject to the provisions of NRS 288, listed classifications shall not be added to, changed to another unit or deleted from this unit without prior written notification to and

discussion with the Association.

#### **ARTICLE 4. DEFINITIONS**

**A. Appointing Authority.**

The Department Head, County Manager, or Board of County Commissioners having full authority to hire an employee for the County.

**B. Day.**

Calendar day unless otherwise stated.

**C. Year.**

Calendar year unless otherwise stated.

**D. Year of Service.**

Twenty-six (26) complete payroll periods of continuous service with the Employer. For the purpose of this provision, the following shall not be considered as breaks in service:

1. Authorized Military Leave for active service, providing that the person is reinstated within ninety (90) calendar days following honorable discharge from military service.
2. Authorized Military Leave for training duty not to exceed fifteen (15) working days in any one calendar year.
3. Authorized leave with pay deemed to be beneficial to the public service.
4. Authorized leave without pay for thirty (30) working days or less in any calendar year.
5. Authorized leave without pay for more than thirty (30) days deemed beneficial to the public service by the Board of County Commissioners.

**E. Regular Employee.**

"Regular employee" means an employee who has been retained in his/her position on the completion of the probationary period.

#### **ARTICLE 5. ASSOCIATION RIGHTS**

**A. Bulletin Boards.**

The Employer will furnish bulletin board space where currently available. The Association may provide additional bulletin boards for placement in areas where employer-provided space is not available. Placement shall be decided by mutual agreement. Bulletin boards shall only be used for the following notices:

1. Scheduled Association meetings, agenda, and minutes.
2. Information on Association elections and the results.
3. Information regarding Association social, recreational, and related news

bulletins.

4. Reports of official business of the Association, including reports of committees or the Board of Directors.

Posted notices shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not include the Employer or its relations with its employees. All notices to be posted must be dated and signed by an authorized representative of Association. Employer equipment, materials, supplies, or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices except as specifically allowed below, nor shall such notices be prepared by employees during their regular work time.

**B. Use of Employer Facilities.**

Meeting room facilities of the Employer may be made available upon timely application for use by employees and the Association.

**C. Interdepartmental Mail System.**

Employer agrees to allow the Association limited lawful use of the Employer's interdepartmental mail system and County email system. Such use shall not include materials unsuitable for posting under Section A above. All use of the County email system is subject to the County internet and email policy, including the provision that no reasonable expectation of privacy for messages placed in the system exists and the Nevada public records law.

**D. Use of Employer Copying Machines.**

Employer agrees the Association may use copying machines providing the following conditions are met:

1. Association will reimburse Employer for cost of usage.
2. All copying will be done off Employee shift time.
3. No Association use of copying facilities shall interfere with use of such facilities for Employer business.

**E. Association Representatives.**

The Employer recognizes and agrees to meet with representatives of the Association on matters covered by this Agreement.

1. *Selection.* Selection of Association representatives is the responsibility of Association provided, however, that the total number of Association representatives shall not exceed fifteen (15) officers and stewards.
2. *List of Representatives.* Association shall provide the Employer with a list of Association representatives and shall advise the Employer, in writing, of any changes as soon as practicable.
3. *Release Time.* Paid Release time for an employee Association



representative shall be limited to:

- a. attendance by the Association president or a designee at County Commission meetings which have a direct impact upon Association (upon posting, a copy of the Commission's agenda will be provided to DCEA's President);
  - b. meetings with County management upon the request of either party;
  - c. attending meetings with management as a representative in the grievance or disciplinary procedures;
  - d. attending monthly or special meetings of the Association; and
  - e. no more than one representative from any division at any given point in time.
4. *Authorization Required to Leave Work Site.* Prior authorization from his/her supervisor shall be received by the Association Representative before leaving his/her work site. Approval of request for authorized released time under this Article shall not be unreasonably withheld.
5. *Non-Employee Representatives.* Representatives of the Association or attorneys who are not employees, shall have reasonable access to the Employer's facilities to participate in any meetings or hearings relating to grievances, arbitration, disciplinary matters, meetings with management relating to Association business, or for Association meetings or activities.
6. *Bargaining Team.* The size of the respective bargaining teams may be no more than five people and a chief negotiator. The Association may not have more than one team member from any single division unless the parties specifically agree. Employee members of the Association Bargaining Team shall be compensated for their time in negotiation meetings with the County in accordance with this Agreement. In addition, either party may, with prior notice, bring an additional member with special skills or information to a negotiation session.

**F. Dues Deductions.**

The parties agree that the Employer will provide deduction to the Association on the following terms:

1. *Authorization.* The Employer shall deduct dues from the salaries of Association members and remit the total deductions to the designated Association officer(s) on at least a monthly basis. However, no deductions shall be made except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made. The deduction authorization form shall specify any Association restrictions that require the employee to remain a member beyond the end of the calendar month if the employee's action is to terminate such status.
2. *Amount of Dues.* The Association shall certify to the Employer in writing the current rate of membership dues. The Association will notify the Employer of any change in the rate of membership dues at least sixty (60) days prior to the effective date of such change.

3. *Indemnification.* The Association shall indemnify and hold the Employer harmless against any and all claims, demands, suits and all other forms of liability which shall arise out of or by reason of action taken or not taken by the Employer at the request of the Association under the provisions of Section F of this Article or through the proper execution of this Section of the contract.

**G. Bargaining Unit Information.**

Newly hired bargaining unit employees will be provided with a copy of this Agreement and will sign a document acknowledging receipt. The receipt document will contain the employee's name and assigned department. On the last Friday of each month, the Employer will provide the Association with information on all bargaining unit eligible employees, to include: the employee's name, date of hire, classification, and department. The Employer will also provide copies of all receipt document executed during the preceding month. If the Association wants such information on a less frequent basis, it will notify the County in January of the relevant year. This information will be provided in a written and/or available electronic format (e.g., Excel) at the Association's request.

**ARTICLE 6. EMPLOYER RIGHTS AND RESPONSIBILITIES**

The Employer retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Agreement, except as expressly limited by a specific provision of this Agreement or NRS 288.150(3). Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by the Employer and not abridged here include, but are not limited to, the following:

1. To manage and direct its business and personnel.
2. To manage, control, and determine the mission of its departments, building facilities, and operations.
3. To create, change, combine or abolish jobs, departments and facilities in whole or in part.
4. To direct the work force; to increase or decrease the work force and determine the number of employees needed.
5. To hire, transfer (except for disciplinary purposes), promote, and maintain the discipline and efficiency of its employees.
6. To establish work standards, schedules of operation and reasonable work load, subject to safety considerations.
7. To specify or assign work requirements and require overtime subject to safety considerations.
8. To schedule working hours and shifts.
9. To adopt rules of conduct.
10. To determine the type and scope of work to be performed by its employees and the services to be provided.

11. To classify positions.
12. To establish initial salaries of new classifications.
13. To determine the methods, processes, means, and places of providing services.
14. To take whatever action to adjust to changing legal requirements.
15. To take whatever action necessary to prepare for and operate in an emergency.

## **ARTICLE 7. SALARIES AND PAY PRACTICES**

### **A. Salaries and Pay for Performance.**

The parties agree there will be no merit increases/top out pay during the period of July 01, 2012 – June 30, 2015. Employees will receive evaluations from their supervisors utilizing the PMP system. All employees will receive a 4.0% salary reduction effective the first full pay period in July 2012. All employees hired while this agreement is in effect will be hired below the stated salary range reflecting the aforementioned salary reduction.

The purpose of the Pay for Performance plan is to recognize and reward employees who demonstrate motivation, performance above the standard scope of work, and efficiency, skill and initiative in their work, while also appropriately ranking employees who perform at or below the established level of performance for a particular position. Employees will receive annual performance reviews. The range for merit increases will be 0-6% and the County will not conduct annual salary surveys throughout the life of this agreement. Employees who receive a performance rating of 5% or 6%, and who are at the top of their pay range or would exceed the top of their pay range after receiving the Pay for Performance (merit) increase, will be eligible for a lump sum payment of .5% or 1%, respectively, of their base pay. The lump sum payment and salary (merit) increase must not exceed the amount the Pay for Performance increase would have provided if the employee were not at the top of the range.

Effective the first full pay period in July 2013, all employees covered by this agreement will receive a salary restoration of 1.5%. Effective the first full pay period in January 2014, all employees covered by this agreement will receive a salary restoration of 1.5%. Effective the first full pay period in July 2014, all employees covered by this agreement will receive a salary restoration of 1.0%. Effective the first full pay period in January 2015, all employees covered by this agreement will receive a salary increase of 1.0%.

All employees hired while this agreement is in effect will be hired at the rate indicated in the first Paragraph of this section and the salary adjustment or restoration will be added to reflect the salary adjustment or restoration in the

first paragraph above. Any salary adjustments or salary restorations will not change the minimum or maximum amount of a salary range. Salary adjustments and salary restorations may not exceed the top of the current salary range. Any employee that is at the maximum of the salary range when an adjustment occurs will receive a lump sum payment for the balance of any salary adjustment.

**B. Standby Pay.**

1. Standby duty is defined as that circumstance which requires the employee so assigned to:
  - a. Be ready to respond in a reasonable time to calls for his/her service;
  - b. Be readily available at all hours by telephone, or other communication devices; and
  - c. Refrain from activities which might impair his/her performance of assigned duties upon call.
2. Standby duty shall be assigned in writing.
3. An employee shall not receive standby pay for hours actually worked or for hours reimbursed by a call-back minimum.
4. Standby pay, effective the first pay period following ratification of this agreement, will be \$3.00 per hour.

**C. Working Above Classification.**

Except for training purposes, when an employee is assigned in writing on a temporary basis to perform the full range of duties of a higher classification for more than ten (10) consecutive working days, the employee shall receive three percent (3%) above his/her normal base hourly pay for all hours worked retroactively to the beginning of the qualifying assignment. Temporary assignments to a designated supervisory position meeting all of the above requirements shall receive a six percent (6%) increase for all hours worked continuously after the qualifying period. When such an assignment is made, the supervisor shall confirm the dates and length of the assignment to the employee in writing.

**D. Merit and Pay for Performance Increases.**

An employee who has received a Pay for Performance evaluation that has a decrease of two or more levels from the previous Pay for Performance evaluation and contends that the evaluation does not contain adequate written information to support the decrease or that the employee did not receive notice during the evaluation period that the employee was not performing at an expected level may request a review of the evaluation. The employee must submit a request for review to the Human Resources Manager within fourteen (14) days of receiving the evaluation. The employee must provide written information supporting the employee's position with the request for review. The department head, elected official, and the Human Resources Manager and County Manager will review the

evaluation, the information provided by the employee, and any additional information provided by the evaluating supervisor. The employee's information must show that the evaluation rating was baseless or without supporting evidence. A nonbinding recommendation will be made to the evaluating supervisor which may include recommending no change, an increase, or a decrease in the Pay for Performance level. This process will also be used if a department head or elected official completes the evaluation.

**E. Outstanding Performance Pay.**

The Employer agrees that employees covered under this agreement are eligible for the employee recognition program under Douglas County Administrative Policy and Procedure 200.16.

**F. Communications Trainer.**

The hiring Department may designate qualified individuals as Communications Trainer (CT). Upon assignment to train an individual or group, the CT will receive \$3.00 for each hour actually spent in one of those capacities. The Department Head or his/her designee shall have full discretion to make such assignment or remove someone from such assignment. Removal from such assignment in and of itself shall not be considered a disciplinary action.

**G. Shift Differential.**

For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible unit employee will receive an additional \$1.38 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head shall have full discretion to make or not make such assignment or to remove an employee from such assignment.

**ARTICLE 8. MEDICAL AND DENTAL INSURANCE**

**A. Cafeteria Plan.**

1. The County will continue to maintain a cafeteria benefit package. A cafeteria plan recognizes that staff has diverse needs, and will allow employees to choose benefits based on their individual needs.
2. The County will provide eligible employees with core medical, dental, vision and individual life insurance coverage, and a specific dollar amount, which will vary dependent upon whether the employee has individual coverage or dependent coverage.
3. Employees may use remaining funds or salary deductions toward benefits on the cafeteria menu.

4. The core medical package may be optional for employees that can provide acceptable proof of similar coverage through another source. Approval for waiver of a core medical package shall be at the County's sole discretion. If an employee waives the core package, the employee shall receive a fixed dollar amount per month in lieu of coverage, which they may use for items on the cafeteria menu after purchase of mandatory dental/vision/life insurance coverage.

**B. Contribution Toward Health Benefit Package.**

A traditional medical plan and, if available, a High Deductible Plan will be offered to employees. One of these must be purchased unless waived pursuant to A(4) above. If waived, the employee will receive the monthly contribution set forth in C below. If the lowest cost employee-only core medical/RX plan exceeds \$612.42/month, the County will provide the employee additional funds to cover the employee-only premium cost for that plan.

Effective January 1, 2012:

1. Traditional Medical Plan contribution

Employee Only:	
HMO (both plans) and PPO Enhanced	\$515.00/month
Employee Only:	
PPO Enhanced Employee Only	\$591.37/month
Employee Plus One or More Dependents:	
HMO (both plans) and PPO (both plans):	\$826.31/month
Employee Plus Family:	
HMO (both plans) and PPO (both plans)	\$858.74/month

2. High Deductible Plan (if available)

High Deductible Plan (Core)

Employee Only:	\$410/month + \$327.36 per Year Annual Account Contribution
Employee Plus Spouse:	\$550/month + \$154.48 per Year Annual Account Contribution
Employee Plus Child(ren):	\$550/month + \$398.44 per Year Annual Account Contribution
Employee Plus Family:	\$550/month + \$0 per Year Annual Account Contribution

### High Deductible Plan (Enhanced)

Employee Only:	\$410/month + \$0 per Year Annual Account Contribution
Employee Plus Spouse:	\$550/month + \$0 per Year Annual Account Contribution
Employee Plus Child(ren):	\$550/month + \$0 per Year Annual Account Contribution
Employee Plus Family:	\$550/month + \$0 per Year Annual Account Contribution

### 3. Premium Increase or Decrease.

Under the High Deductible Medical Plan option, any increase in premium costs over the life of this contract will be deducted from the Annual Account Contribution amount and applied to the increased coverage expense.

a. **County Annual Account Contribution Distribution.** Fifty percent of the annual account contribution will be deposited in individual accounts two times each calendar year (first full pay period in January and July). If a plan participant experiences a qualifying event which results in a status change during the year, the premium will change at that time and account contribution will be adjusted on the next scheduled contribution. Account contributions will be recalculated and reflect the new account contribution rate. If a plan participant experiences a qualifying event which results in a status change between January and July, the account contribution for July will be 50 percent of the annual account contribution.

b. Employees serving an initial probation are not eligible to receive an annual account contribution.

c. The County Annual Account Contribution is made to an employee's Health Savings Account. In the event the entire County Annual Account Contribution has been used to cover premiums, the employee is solely liable for any excess premiums above the County's Annual Account Contribution via automatic payroll deduction.

### C. **Monthly Contribution in Lieu of Core Medical Package.**

The monthly contribution in lieu of core medical package is \$350. Core dental, vision and life insurance must be purchased with the monthly contribution.

### D. **County Benefits Committee.**

Two representatives from DCEA will serve as members of the County Benefits Committee.

## **ARTICLE 9. HOURS**

### **A. Work Hours.**

Except in emergencies, the work week of full-time unit employees shall normally consist of five (5) days of eight (8) hours each, exclusive of a lunch hour. Each employee shall be assigned regular starting and quitting times, which shall not be changed without five calendar days prior notice unless mutually agreed upon by employee and supervisor. Alternate work schedules may be adopted by individual Department Heads with approval of the County Manager after prior discussion with the Association, if requested. For purposes of safety, an employee working overtime may be allowed to adjust their work schedule for the remainder of any scheduled shift.

### **B. Rest Periods.**

Except in emergencies, employees shall be granted a fifteen (15) minute rest period during each half work shift of four hours or longer. Such breaks shall not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, arrive at work late or leave work early. Such rest periods shall be taken without loss of pay and the employee shall not be required to make up such time. Employees are required to take a minimum 30 minute unpaid meal break exclusive of the scheduled eight hour work period.

### **C. Call Back Defined.**

Callback means compensation earned for returning to duty after an employee has completed a regular shift, if off duty for any period of time, and is requested to return to duty at a work site with less than twelve (12) hours notice. Nothing in subparagraph D below alters the County's obligations pursuant to this subparagraph.

### **D. PERS Reporting.**

Call Back pay will be reported to PERS in accordance with the Official Policies of PERS.

### **E. Call Back Minimum.**

When it is necessary to call-back any employee, the employee shall be paid on an overtime basis for a minimum of two (2) hours, even if the employee actually worked less than two (2) hours. If a call-back exceeds two (2) hours, the employee shall be paid for the time actually worked. It is further presumed that there will be no overlapping of premiums in that if an employee works less than two (2) hours on the initial call-back and then is called back on a second time during the initial two hour period, he/she will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee shall be paid for the total hours worked. Nothing in



subparagraph D above alters the County's obligations pursuant to this subparagraph.

## **ARTICLE 10. OVERTIME**

### **A. Defined.**

Overtime is that time actually worked as authorized and directed by management which exceeds forty (40) hours in the work week. For purposes of this Article, Holidays, Annual Leave (excepting Personal Days), and Compensatory Time Off (CTO) taken by an employee shall be considered as time actually worked.

### **B. Overtime Compensation.**

Employees who have worked overtime during a pay period shall receive compensation at the rate of one and one-half (1½) times the normal base hourly rate (or hours worked if CTO).

### **C. Budgetary Constraints.**

Nothing in this Article shall prohibit or limit a department's ability to schedule or reschedule an employee's work hours in order to operate within the confines of budgetary constraints. No change shall be made for the sole reason of avoiding the County's obligations under the Fair Labor Standards Act.

### **D. Compliance with FLSA.**

For such time as the FLSA (Fair Labor Standards Act) applies to members of this unit, management may take such action as necessary in order to fully comply with the law and any implementing regulations. However, in taking this action, the Association will be given timely notice of the proposed changes and consulted regarding the changes. Such compliance may be accomplished without further negotiations with the Association.

### **E. Compensation Time Off (CTO).**

1. *Accumulation.* In lieu of overtime pay, and if offered by management, an employee may elect to receive compensating time off (CTO) at the rate of time and one-half for such overtime hours worked. A maximum of one hundred twenty (120) hours may be banked at any one time.

2. *Use of CTO.* An employee may use CTO by requesting such time off and having it approved in advance. A supervisor may require an employee to utilize any CTO bank before granting the use of annual leave.

3. *Pay off of CTO Bank.* The County may pay off all or part of an employee's CTO bank at any time at the employee's current straight time rate of pay.

## **ARTICLE 11. LEGAL HOLIDAYS**

### **A. Defined.**

The following are paid holidays for County employees:

1. New Year's Day (January 1)
2. Martin Luther King's observed birthday (the third Monday in January)
3. President's observed birthdays (the third Monday in February)
4. Memorial Day (the last Monday in May)
5. Independence Day (July 4)
6. Labor Day (the first Monday in September)
7. Nevada Day (the last Friday in October)
8. Veteran's Day (November 11)
9. Thanksgiving Day (the fourth Thursday in November)
10. Family Day (the Friday following the fourth Thursday in November)
11. Christmas Day (December 25)

In addition to the above paid holidays, any other day is a paid holiday if designated by the President of the United States, the Governor of Nevada or the Board of County Commissioners.

Employees working a Monday through Friday schedule will observe New Year's Day, Independence Day, Veteran's Day, and Christmas Day on the Friday preceding the holiday whenever the holiday occurs on a Saturday or on Monday following the holiday whenever the holiday occurs on a Sunday.

Employees who work day, swing, or graveyard shifts in seven-day a week, twenty-four (24) hours per day departments will observe all holidays on the date of the actual holiday.

### **B. Holiday on Leave.**

If a holiday falls during an employee's leave, it will not be charged as leave.

### **C. Holiday on Scheduled Day Off.**

Should a holiday fall on an employee's regularly scheduled day off, at the appointing authority's discretion, the employee will be compensated either by receiving 1) an additional maximum of eight (8) hours pay at their straight time rate (payment of these hours will not be defined or recognized as hours worked); or 2) an additional day off with pay during the week of the holiday. Holiday pay will be prorated for part-time employees. In work weeks containing a holiday, employees scheduled to work four day ten-hour shifts per work week or other scheduled shifts will only receive eight hours of holiday pay. Work schedules will be modified by mutual agreement with the employee and Department Heads or Elected Official to allow for completion of a forty-hour work week.

**D. Pay for Either Holiday Worked or Holiday Observed.**

Should an employee be required to work on a holiday, the employee will receive eight (8) hours of holiday pay and one and a half times the employee's regular rate of pay for actual hours worked. An employee that does not work on a holiday will receive holiday pay for one eight-hour paid holiday (or a part time equivalent consistent with paragraph C above) at the employee's regular rate of pay.

**ARTICLE 12. ANNUAL LEAVE**

**A. Accrual.**

All Association employees who are employed on a continuous full-time basis shall accrue annual leave credits on the basis of the appropriate schedule below. Part-time employees (30 hours - 39 hours per week) shall earn annual leave on a prorated basis based on the number of hours worked in the pay period.

Only regular hours paid shall affect annual leave accrual.

CONTINUOUS SERVICE	HOURS EARNED/ HOURS PAID	MAXIMUM HOURS/YEAR
1 <sup>st</sup> through 4 <sup>th</sup> years	.0385	80
5 <sup>th</sup> through 9 <sup>th</sup> years	.0654	136
10 <sup>th</sup> through 14 <sup>th</sup> years	.0769	160
15 <sup>th</sup> year and after	.0846	176

**B. Accrual During Probation.**

Each employee shall accrue annual leave during his/her probationary period, but shall not be granted annual leave during said period until the employee has been employed continuously for at least six (6) months.

**C. Payment on Separation.**

Employees who have completed at least six (6) months of continuous service and leave the County service, shall be paid for accrued annual leave.

**D. Payment on Death.**

If an employee dies who was entitled to accumulated annual leave under the provisions of this Article, the heirs of such deceased employee shall be paid an amount of money equal to the number of hours of annual leave earned or accrued multiplied by the hourly rate of such deceased employee.

**E. Carry-over of Annual Leave to Following Year.**

The maximum amount of annual leave that may be accrued in a calendar year is two hundred forty (240) hours. All annual leave not taken in excess of two hundred forty (240) hours will be forfeited at the end of the last biweekly pay

period of the calendar year.

A ninety (90) day extension of up to an additional eighty (80) hours maximum may only be granted by the County Manager in the event the employee was unable to utilize his/her hours due to management requirements. Management has the discretion to schedule the employee's time off during the extension. If, after an extension has been granted, an employee is unable to schedule these hours during the 90-day period due to management requirements, he/she may request payment of the additional hours.

**F. Personal Day.**

1. On July 01, 2012, and on January 01 of 2013 and 2014, each regular full-time employee will be credited with eight (8) hours of leave for personal time. Each regular part-time employee will be credited with prorated hours of leave for personal time based on their scheduled hours worked. The hours are for use during the calendar year in which they are granted.
2. The hours of personal time must be used in one increment and any unused hours will be forfeited if not used by December 31 of the calendar year in which the personal time was granted.
3. Upon separation from the County, all unused personal time will be forfeited and will not be paid to the employee upon termination of the employee's employment, whether voluntary or involuntary.
4. No overtime pay will be paid to any employee on account of the employee's use or non-use of all or any portion of the personal time granted to an employee.

**G. Approval for Use of Annual Leave or Personal Day.**

All annual leave will be taken at a time mutually agreeable to the employee and his/her supervisor. No request shall be unreasonably denied. Should an employee submit a request more than thirty (30) days prior to requested annual leave or personal leave exceeding five (5) consecutive days, the employee shall be notified within five (5) working days of submission of the request of the approval or denial of the request. Should no action be taken on the request for annual leave or personal leave by the employee's supervisor, the employee may submit the request to the Elected Official of the department or the Department Head. If a Department Head, other than an Elected Official, is the employee's supervisor, the request may be submitted to the County Manager.

**ARTICLE 13. SICK LEAVE**

**A. Entitlement.**

All unit employees who are employed on a continuous full-time basis shall be credited with sick leave according to the schedule below. All unit employees who are employed on a continuous part-time basis shall be credited with sick leave according to the schedule in subparagraph B below on a prorated basis. By way

of example, a unit employee who works thirty (30) hours per week on a continuous basis shall be credited with sick leave at a rate equivalent to seventy five percent (75%) of the rate at which full-time employees are credited with sick leave.

**B. Sick Leave Accrual.**

Eligible employees shall accrue sick leave at the rate of .0385 hours for each hour paid up to a maximum of 80 hours per year. Only regular, non overtime, hours paid shall affect sick leave accrual.

**C. Maximum Accrual.**

A total of no more than seven hundred twenty (720) hours of regular sick leave may be credited to an employee. Employees who have 720 hours of sick leave accrued as of January 1 of each calendar year will accrue an additional 80 hours during the calendar year, which may be used when accrued during the calendar year. Any of the 80 hours unused will be forfeited as of December 31 of the calendar year.

**D. Authorization of Usage.**

Employees are entitled to use sick leave only if they or their family members are incapacitated due to sickness, injury or when receiving necessary medical or dental treatment, or in the event of an illness, or death in the immediate family. Sick leave used for bereavement shall not exceed thirty-two (32) hours per incident, except as approved in advance by the County Manager or appropriate elected official. Other types of leave for bereavement may also be approved in advance by the County Manager or appropriate elected official. Such use for bereavement is limited to relatives listed in the section below. Sick leave may be used by the employee for medical or dental preventive care appointments or emergencies of the employee or family members.

1. *Family Defined.* Immediate family is defined as an employee's or an employee's spouse's parents, legal guardian, children, stepchildren or foster children, brothers, sisters, grandparents, or grandchildren. In the case of any other relative of the employee, the applicable appointing authority may authorize such sick leave and shall so notify the Human Resources Manager in writing.

2. *Evidence of Authorized Usage.* The appointing authority shall approve sick leave only after having ascertained that the absence was for an authorized reason, and the employee may be required to provide substantiating evidence.

**E. Certificate of Illness.**

Physician certificates or an examination by a physician selected and paid for by the County may be required by the employer when there is an absence from work in excess of five (5) consecutive days or whenever there is reason to believe that sick leave is being abused or the absence is questionable. In the event of family medical leave, the employee will complete the appropriate authorization forms

supplied by Human Resources in accordance with County policy. If an employee becomes ill or injured during a vacation request of three (3) or more consecutive workdays, the time will be recorded as sick leave only if substantiated by a physician's written certification.

**F. Reporting Requirements.**

Except in an emergency wherein an employee is incapacitated, employees are expected to report any absence from work and the reason therefore to his/her supervisor within 30 minutes prior to the time the employee's normal work shift commences. Failure to report, may cause the absence to be deemed unexcused, unpaid, or subject to discipline. If the employee's supervisor is unavailable, the employee should notify his/her respective department regarding the absence. If nobody in the department answers the telephone, the employee may leave a message.

**G. Family Medical Leave Act.**

Family medical leave for employees shall be governed by the provisions of the Federal Family Medical Leave Act ("FMLA"). Nothing in this section is intended to extend to County employees any rights or benefits not extended in that law. General conditions are as follows:

1. Employees who have one year (52 weeks) of service, and have worked at least 1,250 hours in the past year, are eligible to take up to 12 weeks leave during a 12-month period as defined in County policy for family or medical leave pursuant to the FMLA. Family members are those persons who are so defined in the FMLA. Each time an employee takes FMLA leave, the County will compute the amount of such leave the employee has taken under the FMLA policy and deduct it from the 12 work-weeks of available leave.
2. The employee must provide reasonable advance notice if the need for the leave is foreseeable. The Department Head shall not deny leave to any eligible employee who requests family or medical leave pursuant to the provisions of the FMLA. The employee has the right to reinstatement to the same or a comparable position unless the employee is exempted from such right under the provisions of the FMLA.
3. The employee shall exhaust accrued sick leave and all accrued vacation leave up to a balance of 80 hours when on an FMLA leave.
4. The County shall maintain coverage under any group health plan for the duration of the leave at the level and under conditions that would have been provided had the employee been working. An employee on leave without pay will be expected to make prompt monthly payments to the County for dependent coverage and elected benefits per county policy, and the failure of the employee to make the payment shall result in cancellation of the coverage. While on paid leave, the County will continue to make payroll deductions to collect the employee's regular share of any premiums. While on unpaid leave, the employee

must continue to make this payment, either in person or by mail. The County shall only maintain such group health plan coverage for such employee for up to 12 weeks as stated in County policy.

**H. Sick Leave Payoff.**

Employees with 10 years of service will be compensated at the rate of 40% of the normal hourly rate for all hours of accrued sick leave upon termination from the employment of the County. An additional 1% in compensation shall be paid upon termination of employment for each year of service over ten years to a maximum of 50%. No employee shall be entitled to receive the compensation provided for by this section for accrued sick leave until he/she has served a minimum of ten years in County employment.

At the employee's option, instead of being compensated for sick leave the County, with approval of PERS, will convert compensable sick leave to PERS retirement credits.

**I. Catastrophic Leave.**

Employees will be allowed to voluntarily transfer up to a maximum of eighty (80) hours of their accumulated CTO and/or annual leave during any calendar year to another employee who has less than eighty (80) hours of combined sick leave, annual leave, and CTO, but who is otherwise eligible to take paid sick time. An employee's donation of annual leave or CTO will be in four (4) hour increments. Donated annual leave or CTO will be logged to the account of the beneficiary employee in the order in which it is donated and will be converted to a dollar amount at the hourly rate of the donor employee. In the event the beneficiary employee no longer requires the use of any donated annual leave or CTO, the remaining donated annual leave and/or CTO will be returned to the donors from whom it was received. The maximum number of hours that may be transferred to a beneficiary employee pursuant to this Article is four hundred eighty (480) hours in any calendar year.

**J. Sick Leave Incentive Program.**

Unit employees shall have the option to participate in the County's annual sick leave incentive program. Full-time employees utilizing less than forty (40) hours of sick leave during a calendar year will have eight (8) hours of paid time off credited to their annual leave accrual. Part-time employees who utilize less hours of sick leave during a calendar year than the number of hours they are regularly scheduled to work per week will have paid time off credited to their annual leave accrual on a pro-rata basis. By way of example, a unit employee regularly scheduled to work thirty hours per week who uses less than thirty hours of sick leave during a calendar year will have six hours of paid time off credited to annual leave accrual. Incentive program hours must be utilized within 12 months of receipt and are not subject to pay out upon separation of employment.

## **ARTICLE 14. INJURY ON DUTY LEAVE**

### **A. Injury on Duty.**

Any Association employee who suffers an injury while working during the course of employment for the Employer shall be entitled to injury leave until said employee is able to return to work or is terminated in any manner and subject to any limitations imposed by this Article or State Law. Injury means a sudden and tangible happening of a traumatic nature, producing an immediate or prompt result and resulting from external force, including injuries to artificial members. Any injury sustained by the employee while engaging in an athletic or social event sponsored by the Employer shall be deemed not to have arisen out of or in the course of employment unless the employee received compensation for hours worked from the County for participating in such event. For purposes of this Article, coronary thrombosis, coronary occlusion, or any other ailment or disorder of the heart, and any death or disability ensuing therefrom, shall not be deemed to be an injury by accident sustained arising out of and in the course of the employment. When an employee is eligible at the same time for benefits under applicable workers' compensation chapters of the Nevada Revised Statutes and for sick leave or injury leave benefit, the amount of sick leave or injury leave benefit paid to said employee shall not exceed the difference between their normal salary and the amount of any benefit received, exclusive of payment of medical or hospital expenses applicable requirements of the Nevada Revised Statutes for that pay period. Any usage of such leave shall be deducted from the employee's sick leave balance.

### **B. Injury Leave.**

For employees injured on duty and accepted for worker's compensation benefits which exceed 40 regularly scheduled hours the County will cover the remainder of all required leave to supplement worker's compensation benefits at its expense for up to 90 calendar days. During the 90 calendar days no employee leave deduction (sick, annual, or CTO) will be used to supplement worker's compensation benefits. After 90 calendar days the employee will use accrued leave to supplement worker's compensation benefits. The employee must follow all prescribed written safety policies and procedures to qualify for injury leave (e.g., wearing full protective clothing and equipment when necessary, using tools and equipment properly, and exercising prudent care while performing assigned functions).

The parties agree that nothing in this Agreement constitutes a waiver of any employee's rights to worker's compensation benefits under Nevada law. The parties further agree that although an employee may file a grievance when denied Injury Leave for an accepted worker's compensation claim, an employee may not grieve the denial of a worker's compensation claim by the County's Third Party



Administrator. An employee wishing to challenge such a denial must do so according to the procedures prescribed under Nevada law.

**C. Rights Protected.**

Nothing in this Article shall abrogate an employee's or employer's rights under the industrial injury provisions of State Law.

**D. Light/Modified Duty Assignments.**

Employees who have been on authorized injury leave due to work-related injury under applicable workers' compensation law shall, upon written release from his/her doctor and upon presentation of said release to the County, return to work in a light duty assignment if one is available. Any assignments to light duty shall be in conformance with limitations imposed by the employee's doctor and no employee shall be assigned light duty tasks that would predictably prolong the rehabilitative process or otherwise increase the risk of further injury.

**ARTICLE 15. LEAVES OF ABSENCE.**

**A. Leaves of Absence Without Pay.**

1. *Eligibility.* Leave without pay may be granted only to an employee who desires to return therefrom to the Employer's service.

2. *Short-term Leave.* Leave without pay of less than thirty (30) days may be granted for the good of the public service by the appointing authority. When such leave is granted, the appointing authority shall notify the Human Resources Manager.

3. *Long-term Leave.* For a period of thirty (30) days or more, leave without pay may be granted by the Board of County Commissioners. The employee shall retain his/her status as a public employee and the pay, leave and benefits accrued prior to the leave for a period not to exceed twenty-six (26) consecutive pay periods.

4. *Family Medical Leave.* A family and/or medical leave of absence provides up to a total of 12 work-weeks of leave during a 12-month period as defined in County policy due to the birth of a child and the care of such child, the adoption/foster placement of a child and the care of such child, the need to care for a family member with a serious health condition, or the employee's own serious health condition which makes the employee unable to do his or her job. If the employee has exhausted all accrued sick leave, and vacation leave up to a balance of 80 hours, he/she will be placed on a leave of absence without pay in accordance with the provisions in Article 13, Section G and County policy.

5. *Elected Benefits.* Arrangements regarding employee's payment of dependent medical/dental insurance premiums and/or to his or her voluntary deductions, if continuity is desired, must be made with Human Resources prior to starting unpaid leave of absence. The failure of the employee to make the payment shall result in cancellation of the coverage.

**B. Leave of Absence With Pay.**

Leave with pay for an appropriate period may be granted by:

1. The Board of County Commissioners upon written petition by an employee; or
2. The appointing authority under the following conditions:
  - a. When an employee serves on a jury or as a witness in court, provided the jury and witness fees earned on an employee's regular workday are reimbursed to the Employer;
  - b. When it is impractical for a registered voter to vote before or after the employee's normal working hours; and
  - c. When an employee acts as a volunteer fireman or similar service for protection of life or property.

**C. Military Leave.**

1. An employee, who is an active member of the National Guard or reserve component of the United States Armed Forces, must notify the County of their active status upon their hire date or immediately upon activation. The employee shall make his/her reserve status known to the County and must provide any known reserve obligations to those responsible for staffing a minimum of 30 days in advance except during times of military conflict or other emergency activation.
2. An employee who is an active member of the National Guard or any reserve component of the United States Armed Forces shall, upon request, be relieved from his/her duties to serve orders for military duty, without loss of pay or accrued leave for a period not to exceed fifteen workdays in any calendar year.

**D. Other Leaves.**

This includes all other leaves for which bargaining unit employees are eligible under the provisions of the County Personnel Code and Regulations.

**ARTICLE 16. GRIEVANCE PROCEDURE**

**A. Definitions.**

1. *Grievance.* A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Agreement which adversely affects the grievant. The exercise or lack of exercise of Employer Rights and Responsibilities (Article 6) is not grievable. Grievances arising out of disciplinary actions are covered by Article 18, Employee Disciplinary Procedures.
2. *Grievant.* A grievant is an employee or group of employees in the unit who file a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in a substantially similar manner may be consolidated at the discretion of management as a group grievance and will be represented by a single grievant.

3. *Day.* For the purpose of this Article "Day" means a calendar day.

**B. General Provisions.**

1. If a grievant/appellant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance is settled based upon the decision rendered at the most recent step utilized.
2. If a supervisor or manager fails to respond with an answer within the given time period, the existing decision stands and the grievant may appeal to the next higher level.
3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.
4. Time limits and formal levels may be waived by mutual written consent of the parties.
5. Proof of Service must be accomplished by certified mail or personal service.
6. If the grievant is not represented by a representative of the Association, the Association must be notified of the intended settlement of any Formal Level grievance prior to the settlement being finalized for the purpose of allowing Association input into its terms. If the Association does not provide a written response within ten (10) days after notification, the opportunity to respond is waived and the proposed settlement shall be implemented and the matter closed. If a timely response is made, the Employer's representative must give full consideration to the Association's input prior to the settlement of the grievance. If on the basis of the Association's input, the grievant/appellant desires to exercise the further remaining avenues of appeal, the appeal will be considered timely if filed within ten (10) days of the date of a meeting between the Employer, Association and the grievant/appellant during which the Association's reservations regarding the settlement were fully stated.

**C. Process.**

1. *Informal Level.* Within ten (10) days from the event giving rise to a potential grievance or from the date the employee could reasonably have been expected to have had knowledge of the event, the employee may orally discuss the problem with his/her immediate supervisor. The supervisor has ten (10) days to give an answer to the employee.
2. *Formal Levels.*
  - Level 1: If the employee is not satisfied with the resolution proposed at the informal level, the employee may within ten (10) days of receipt of the answer, file a formal written grievance with his/her department head containing a statement describing the grievance, the section of this Agreement allegedly violated, and remedy requested. The department head (or designee) will, within ten (10) days give a written answer to the grievant on the form provided.
  - Level 2: If the grievant is not satisfied with the written answer of the department head or his/her designee, the grievant may, within ten (10) days from the receipt of the answer, file a written appeal to the County Manager. Within ten (10) days

of receipt of the written appeal, the County Manager or his/her designee must investigate the grievance and hold a meeting with the concerned parties. A written answer to the grievant must be provided within ten (10) days of the meeting. The answer is final and binding unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) by filing a Notice of Intent to Arbitrate with the Human Resources Manager within fourteen (14) days of receipt of the answer.

## **ARTICLE 17. EXTERNAL HEARING OFFICER**

### **A. Designation.**

The External Hearing Officer (EHO) shall be designated by the parties after requesting a list of qualified arbitrators, from the American Arbitration Association, or the Federal Mediation & Conciliation Service. The parties shall strike names from the list until a final name remains.

### **B. Costs.**

The fees and expenses of obtaining and employing the EHO and of a court reporter, if used, shall be shared equally by the Association and the Employer. Each party, however, shall bear the cost of its own presentation including preparation and post-hearing briefs, if any.

### **C. Timely Hearings and Decisions.**

The EHO shall set the matter for hearing in a timely manner. The EHO's decision shall be rendered within thirty (30) days from the date of hearing and shall include his/her findings of facts on the issue(s) submitted.

### **D. Effect of Decision.**

Decisions of an EHO on grievances properly before him or her will be final and binding unless the award will cost the County more than \$100,000. In the event the award does exceed \$100,000, the decision will be advisory to the County Board of Commissioners. The Board will make the final decision, which in its discretion it deems proper after review of the EHO's report or conducting further investigation as it sees fit. If the Board has taken no action after having been in receipt of an EHO's decision for thirty (30) days, the decision of the EHO will become final and binding. Decisions of the External Hearing Officer on disciplinary appeals properly before him/her will be final and binding on both parties.

### **E. Authority of EHO.**

No EHO shall entertain, hear, decide, or make recommendations on any dispute unless such dispute involves an eligible employee in this represented Association and unless 1) such dispute falls within the definition of a grievance as set forth in Section A. 1. of Article 16 Grievance Procedure, or 2) unless such dispute

involves disciplinary suspension(s) within the same calendar year exceeding forty (40) working hours, demotion, or discharge as set forth in Article 18, Employee Disciplinary Procedures, and has been processed in accordance with all provisions thereof and herein.

**F. Matters Subject to EHO Procedure.**

Proposals to create, add to, or change this written agreement or addenda supplementary hereto shall not be grievable nor submitted to an EHO and no proposal to modify, amend, or terminate a negotiated agreement, nor any matter or subject arising out of or in connection with such proposal, may be referred to this process. Likewise, no grievance arising out of the exercise of Article 6, Employer Rights and Responsibilities, shall be submitted to this procedure.

**G. Rules of Evidence.**

Strict rules of evidence shall not apply. However, rules of evidence and procedures for conduct of hearings shall be guided by the standards in the American Arbitration Association's voluntary arbitration rules or the Nevada Administrative Procedure Act, NRS 233B.123.

**ARTICLE 18. EMPLOYEE DISCIPLINARY PROCEDURES**

**A. Basis for Disciplinary Action.**

The tenure and status of every Association employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet these standards may be grounds for appropriate disciplinary action. Disciplinary action will be for just cause and may, in addition to the causes set forth in the Personnel Ordinance and Policies, be based upon any of the following grounds: failure to fully perform required duties, insubordination, failure to comply with or abuse of Employer policies or rules, unexcused absences, misuse or abuse of Employer property or equipment, substandard job performance, commission of a felony or other crime involving moral turpitude, and commission of other acts which are incompatible with service to the public. The employee rights of this article do not apply to probationary employees.

**B. Types of Discipline.**

The following procedure will apply when, in the judgment of the employee's supervisor, an employee has committed an act or omission which justifies a written reprimand, demotion, discharge or suspension without pay. Disciplinary action will normally progress from the least to the most severe. However, nothing in this agreement requires this progression in cases where more severe disciplinary action is appropriate.

**C. Response to Appeals from Written Reprimand.**

An employee who receives a written reprimand is afforded the right to have his or her written response attached to the reprimand and placed into his/her personnel file. The response must be submitted before the end of the fourteenth day following receipt of the reprimand by the employee. This is the only avenue of appeal for a written reprimand. If an employee submits a response, he/she may forward a copy of the response to Human Resources and the County Manager.

**D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges, and Appeal.**

A management representative will be designated by the department head. The management representative must advise the employee in writing of the proposed action. The written statement must contain:

1. A description of the events which necessitated the proposed demotion, suspension or discharge.
2. A statement of the charges and the date of the proposed action.
3. Notification that the employee may review or make copies of available materials leading to the demotion, suspension or discharge.
4. The right of the employee to meet with the designated management representative and to submit in writing his or her response to the proposed action no later than the tenth calendar day following receipt of the notice. The time limit may be extended by written agreement.
5. Notice that if no response is received by the designated management representative from the Employee or his or her representative within the time period allowed, the County may impose the discipline as proposed and the employee waives all rights to appeal.
6. Notice that the employee has a right to be represented by the Association.
7. Notice that if the proposed disciplinary action is a suspension or termination of employment, the employee may be placed on unpaid administrative leave pending the employee's response.
8. Notice that the employee has the right to appeal.

**E. Employee's Response and Meeting.**

An employee's opportunity to respond to the designated management representative although essential to the process, is not intended to be an adversary hearing. The employee may:

1. Present witnesses in support of his or her opposition to the proposed demotion, suspension, or discharge.
2. Be accompanied and represented by a person of his/her choice during this procedure.

The limited nature of this response does not preclude management's authority to initiate further investigation if the employee's version of the facts raises doubts as

to the accuracy of the supervisor's information leading to the proposed discipline.

The County may institute the proposed discipline prior to the date of the meeting contemplated in (D)(4). If the discipline is overturned or reduced, the employee must be made whole for any unpaid administrative leave time lost during the response period, and any unpaid administrative leave served before the response hearing will be applied to an upheld or an unappealed suspension period.

**F. Employer Action.**

Following his/her review of a proposed disciplinary action, the designated management representative must issue a signed statement indicating his or her decision based on the employee's response.

1. If the proposed action is to be implemented, the specific charges against the employee and the effective date of the action will also be included.
2. The statement must be mailed by certified mail or be personally delivered to the employee no later than ten (10) days after the meeting with the employee or receipt of his/her response, whichever is later.
3. This statement must clearly inform the employee that the employee has the right to request an appeal hearing, if a request for a hearing is made in writing within ten (10) days after receipt of this notice.

**G. Appeal Procedure.**

This appeal procedure applies to cases of demotion, discharge and suspension without pay.

1. If, within the ten (10) day appeal period, the employee does not file an appeal, the action of the management representative is considered conclusive.
2. If, within the ten (10) day appeal period, the employee files a notice of appeal with the County Manager (with a copy to the Human Resources Manager), the County Manager or his/her designee will investigate the grievance and hold a meeting with the concerned parties within ten (10) days. A written answer will be provided to the grievant within ten (10) days of the meeting. The answer is final unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) by filing a Notice of Intent to Arbitrate with the Human Resources Manager within ten (10) days of receipt of the answer. Appeals of any disciplinary suspension, which when combined with previous disciplinary suspensions during the same calendar year total fewer than forty (40) working hours, are not eligible for appeal to the EHO.

**H. Investigatory Interviews.**

An employee about to undergo an investigatory interview may be accompanied by an Association representative and reasonable notice will be given. Reasonable notice means notification eighteen (18) hours prior to the actual meeting except

when circumstances may require a prompt investigatory interview or the notice period is reduced by the employee.

**I. Notice of Behavior**

No document will be placed in an employee's personnel file(s) unless a copy has been presented to the employee and he or she has signed the original. An employee's signature on the original indicates the employee has received the document and does not signify that the employee agrees with the content thereof.

**ARTICLE 19. REDUCTION IN FORCE**

**A. Procedure.**

If, due to lack of funds, lack of work, enhanced efficiency, or curtailment of operations it is necessary to reduce the Employer's work force, the appointing authority will determine the classifications and number of employees to be reduced. Layoffs within a classification will proceed in ascending order of seniority within the department, provided that the remaining employee(s) within that classification have demonstrated the ability to effectively perform the required work. Ability shall be determined based on the affected employee's most recent performance evaluations. For layoff purposes, seniority shall first be based on the amount of continuous service within all operations of County government. If seniority is equal, the employees to be laid off shall be determined by "past performance." No regular full-time employee shall be laid off or demoted while there are temporary or probationary employees serving in the same classification in the County, provided they are fully qualified to do the remaining work required to be performed as determined by the County.

**B. Notice.**

All regular employees due to be laid off shall be given written notice of such layoff at least thirty (30) calendar days prior to the effective date. After the County has notified the employees who are to be laid off, the County will provide a list of such employees to the Association along with the applicable seniority list(s). The Association may request to meet and discuss the layoffs with the County.

**C. Demotion In-lieu of Layoff.**

In lieu of being laid off, an employee may elect demotion to any class of a lower maximum salary within the same class series if such demotion is deemed feasible by the Employer. An employee who elects demotion in lieu of layoff shall be reinstated to his/her former class once the former position becomes available, provided, however, the employees would be next hired according to reverse order of layoff. The commitment will extend for eighteen (18) months beyond the date of demotion.



**D. Reemployment.**

The names of regular employees laid off shall be placed on the reemployment list within the department which laid off the employee for the class or position involved in reverse order of termination. The names of the regular employees laid off will also be placed on a County-wide reemployment list in reverse order of termination and in the event there is a position in the County for which the employee is qualified, he/she may be offered that position with the approval of the hiring authority. The commitment will extend for eighteen (18) months beyond the date of layoff; provided any employee who fails to maintain updated contact information with the County or fails to respond to any inquiry from the County pursuant to this Article will be dropped from the reemployment list and forfeit all rights under this Article.

**E. Restoration of Benefits.**

Employees who are reemployed within eighteen (18) months after they are laid off will be entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff. These employees will resume the accumulation of continuous service credit and retain all previously accrued seniority rights, losing only the time when they were in the laid off status.

**ARTICLE 20. CLASSIFICATIONS AND EMPLOYEE STATUS**

**A. New and Changed Classifications.**

The Employer shall notify the Association, in writing, of any proposed new or changed job title classifications. Within seven (7) days after receiving notification, the Association may request a meeting to discuss the changes with the Employer. Such meeting shall be scheduled within the following fourteen (14) days and all actions related to the discussions completed within thirty (30) days following original notice from the Employer.

**B. Reclassification Request.**

When there has been a change in the duties and/or responsibilities of a position, the affected employee may, at any time, request in writing a job audit through his/her Department Head. The employee must be notified of any action to be taken by the Employer, including the job audit, within a reasonable period of time not to exceed sixty (60) days of the employee's request.

**C. Transfers.**

When an employee is transferred to another position in the same or related class at the same grade level, the employee shall continue at his/her current rate of pay.

**D. Promotions.**

When an employee is promoted to a position in a higher pay grade, the employee shall be placed at the minimum of the new range. In the event that the rate of pay

does not provide a salary increase of 5% or more, the employee shall receive a promotional pay increase of 5%. Any new pay rate, upon promotion, shall not exceed the maximum rate of the new pay range per county policy. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase should be included in the base salary before promotion. Special salary adjustments should not be included in the base rate.

**E. Progression of Positions within Job Families.**

The employer's classification plan contains Association positions that fall within job "families." Examples that illustrate job families for the Association include, but are not limited to: Utility Operator in Training/Utility Operator I/II, Building Maintenance Technician I/II, Road Maintenance Operator/ Senior Operator, Park Ranger I/II/III. Employees may progress within their job family when the employee's supervisor has determined that the employee has acquired the necessary skills and abilities of the higher level position within the job family. Each position's required skills and abilities are detailed in the County's job descriptions. Job progressions will only occur concurrently with the employee's eligibility for a merit increase. The pay grade adjustment associated with the job progression will occur after the merit salary increase adjustment. Progression within a job family is not a promotion nor does it require probation.

**F. Demotions.**

An employee reassigned by management to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of a layoff, for reasons of disability or incapacity, etc.) will receive a salary reduction commensurate with the specific job duties as determined by the employer. An employee reassigned to a position in a lower classification because of a reorganization will receive a salary reduction of no more than 15% from the employee's current salary at the time the reorganization is implemented. The anniversary date for future salary increase consideration changes shall be the date of demotion in accordance with County policy for demotions other than those that are voluntary or due to a reorganization.

**G. Reclassifications.**

If a reclassification results in an employee's position being downgraded within the compensation plan, and the employee's current pay rate is within the new, lower salary range, there will be no change in pay. If his/her pay rate is higher than the new salary range maximum, his/her salary will not be reduced. No pay increase will be granted to such an employee as long as his/her salary is at or above the top of the new range. If the employee's salary is currently below the minimum of the new range, the employee's salary will be increased to meet the minimum rate in accordance with County policy.

## **H. Probationary Period.**

1. *Initial Probation.* Upon initial appointment, all unit employees will serve the equivalent of twenty-six complete biweekly pay periods of full-time service as a probationary period, during which time the employee may be dismissed without cause or right of appeal. The appointing authority will give the employee a performance assessment at the end of thirteen (13) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or to continue probation for the twenty-six (26) complete biweekly pay periods. The employer will provide tools to supervisors to encourage ongoing feedback regarding performance of new hires. The County will inform supervisors and the appointing authority of the option to end probation after thirteen (13) complete biweekly pay periods. Failure to give an employee an assessment after six (6) months of employment is not grounds for ending the probationary period nor does it affect the employee's probationary status.

2. *Promotional Probation.* Upon promotion to a classification with a higher salary schedule, a unit employee will serve the standard thirteen (13) complete biweekly pay periods of full-time service as a probationary period. The appointing authority will give the employee a performance assessment at the end of seven (7) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or continue the probation. Either the manager may demote the employee or the employee may voluntarily demote before the end of the seventh complete biweekly pay period of his/her qualifying period, to the position and salary previously held. Either way, the employee may return without penalty.

a. *Employees who had regular status in previous position.* An employee who fails to pass probation but who had status as a regular non-probationary employee in a previous classification will have a right to return to a position in that classification if available. Such removal from the higher classification is without cause or right of appeal.

b. *Employees who do not have regular status in a previous position.* An employee who fails to pass probation and has no regular employment status in another classification in the County, will be dismissed from employment without cause or right of appeal. An employee who has not successfully completed an initial probationary period in his or her previous classification, does not have a right to return to that previous classification.

## **ARTICLE 21. EFFECTS OF SUBCONTRACTING**

Employer agrees to notify the Association twenty-one (21) days prior to subcontracting work currently performed by unit members which will cause the layoff of those unit employees. Provided the Association submits a response within ten (10) days of the notice, the Employer will consider the Association's response prior to subcontracting any Association work. Upon written request

from the Association, the Employer agrees to meet and negotiate the impact and effects of such planned subcontracting on the affected Association members.

## **ARTICLE 22. LABOR MANAGEMENT COMMITTEE**

### **A. Representatives and Function.**

A committee of two (2) representatives of the Employer and two (2) representatives of the Association shall meet upon the request of either party. The meetings will be held at mutually agreed times and places, and shall be for the purpose of:

1. Discussing the administration of this Agreement.
2. Exchange of general information of interest to both parties.
3. Giving the Association representatives the opportunity to share the views of their members or make suggestions on subjects of interest to their members.
4. Improving County services.
5. Increasing efficiency and effectiveness of County operations.
6. Pay for Performance System.
7. County Uniform Policy; and
8. Tuition Reimbursement Policy.

### **B. Notice of Issues.**

Any issues to be discussed shall be advanced by the requesting party to the other at least seventy-two (72) hours prior to the scheduled meeting.

### **C. Recommendations.**

Any conclusions or mutual recommendations of this Committee shall be reduced to writing.

### **D. Advisory Function.**

The Labor Management Committee shall be advisory only and shall not engage in collective bargaining or reach any agreements to amend the contract.

### **E. Chairperson.**

The initial Chairperson shall be an Association representative and thereafter the Chair shall rotate at six (6) month intervals between the two sides.

### **F. Attendance by Other Persons.**

Additional persons may attend the Labor-Management meetings at the request of either party to present information to the committee members.

### **G. Fiscal Issues.**

If Employer experiences sustainable financial growth (i.e., ongoing revenues of Employer are significantly larger than actual expenses), then the parties agree

to meet and discuss whether the Employer has the financial ability to change the monetary benefits to employees.

## **ARTICLE 23. UNIFORM ALLOWANCE**

### **A. Uniforms.**

Association personnel required to wear uniforms shall be provided with those uniforms by the County. If the County provides uniforms through a uniform service (outside contractor), the County will cover the cost to clean the uniforms on a schedule determined by the department. If the County purchases uniforms, Association personnel are responsible to clean the uniforms. The County agrees to meet and confer with the Association prior to implementing changes to the County Uniform Policy.

### **B. Safety Footwear.**

Where steel-toed or safety footwear is required for County duty, the County will provide a footwear allowance of up to one hundred fifty dollars \$150.00 every two years based upon receipts or other documentation to reimburse the employee for the difference in price between steel-toed equipped footwear and similar acceptable footwear without steel toe protection. The two year period will be calculated from the date the employee last received a footwear allowance of the full \$150 or received that amount cumulatively; provided that the employee will receive up to the full allowance at any time his/her steel-toed or safety footwear is damaged so as to render the footwear unserviceable (excluding normal wear and tear as determined by the Department Head) while the employee is performing his/her duties, within twenty-four (24) hours notification to the employee's Department Head or Supervisor. The Department Head shall identify the positions which are eligible for the allowance. Footwear purchased under this section must comply with applicable safety standards established by the County or with OSHA standards. An additional \$50 per year for foul weather gear will be provided to the designated employee classifications for the authorized gear listed in the attached Appendix A.

### **C. Personal Property.**

Upon approval of the employee's supervisor or Department Head, the County will reimburse an employee for the cost of repairing or replacing watches or prescription eyeglasses/contact lenses that were damaged or stolen while the employee is performing his/her duties, within twenty-four (24) hours notification to the Department Head or supervisor as follows:

1. Watches up to \$50; and,
2. Prescription eyeglasses/contact lenses up to 50% of the repair or replacement cost up to the maximum of \$300. The County's maximum share is \$150, but the County will pay the first \$100 for repair or replacement.
3. In the case of watches and prescription eyeglasses/contact lenses that are

lost or stolen, this benefit is limited to one time per year, and the year will be calculated on a rolling basis.

4. The employee shall provide a receipt to the County (for damaged and stolen property) and a copy of Police Report (for stolen property) prior to any reimbursement under this section.

#### **ARTICLE 24. TUITION REIMBURSEMENT**

To encourage improvement of the County's workforce, the County will reimburse 100% of the cost (e.g., registration, tuition, books, lab fees) for any educational course or class an employee is directed in writing to attend by an employee's supervisor or Department Head. For any course requested by an employee and approved in writing by an employee's supervisor or Department head, tuition reimbursement shall be in accordance with County policy. The County agrees to meet and confer with the Association prior to implementing changes to the County Tuition Reimbursement Policy.

#### **ARTICLE 25. PEACEFUL PERFORMANCE**

- A.** The parties to this Agreement recognize and acknowledge that the services performed by the employees covered by this Agreement are essential to the public health, safety and general welfare of the residents of the County of Douglas. The Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the Association take part in any:
1. strike.
  2. sit-down.
  3. stay-in.
  4. sick-out.
  5. slow-down.
  6. picketing in connection with a labor dispute (hereinafter collectively referred to as a work-stoppage) in any office or department of the County.
  7. curtail any work.
  8. restrict any production.
  9. interfere with any operation of the Employer.
- B.** In the event of any such work-stoppage by any member of the Association, the Employer shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.
- C.** In the event of any work-stoppage during the term of this Agreement, whether by the Association or by any member of the Association, the Association by its officers, shall immediately declare in writing to the Employer's Authorized Agent that such work stoppage is in violation of this Agreement and unauthorized, and

further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the Employer. In the event of any work-stoppage, if the Association promptly and in good faith, performs the obligations of this paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work-stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the Employer shall have the right to discipline, to include discharge, any employee who instigates, participates in or gives leadership to, any work-stoppage activity herein prohibited, and the Employer shall have the right to seek full legal redress, including damages, against any such employee.

- D. The employer agrees not to lock out during the term of this Agreement.

## **ARTICLE 26. ENTIRE AGREEMENT, MODIFICATION AND WAIVER**

- A. It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties, whether formal or informal, written or unwritten, regarding such matters are hereby superseded or terminated in their entirety.

Those topics in the County's Personnel Code pertaining to members of this Association which are not superseded hereby and which are specifically stated as covered within the mandatory scope of bargaining as listed in NRS 288.150(2), shall not be changed without prior discussion and negotiation with the Association.

- B. It is agreed and understood that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

Except as required by this agreement and NRS 288, the parties agree that neither party is required to negotiate any subject or matter.

- C. Any agreement, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the Board of Commissioners.
- D. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

## **ARTICLE 27. DRUG TESTING**

The County's drug and alcohol testing policy shall be in effect. The parties will meet and confer if substantial changes regarding discipline are proposed by the County. However, if state or federal law requires the County to make those changes, the changes will be implemented as required and within applicable time frames. Nothing in this article shall preclude an employee or the Association from appealing disciplinary action pursuant to Article 18.

## **ARTICLE 28. SAFETY COMMITTEE**

The Douglas County Safety Committee is composed of employees from various departments and functions as an advisory body and makes recommendations to the Employer regarding the Douglas County Safety Program. The Association will designate two individuals to sit on the Safety Committee and, once reviewed by the County Manager, those individuals will serve on the committee.

## **ARTICLE 29. SAVINGS PROVISION**

- A.** Should any provision of the Agreement be found to be in contradiction of any Federal law or State law, by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise canceled or amended. In the event that any provision shall be held unlawful and unenforceable by a court of competent jurisdiction, the parties agree to meet forthwith for the purpose of negotiating such provision in an attempt to reach a valid agreement.
- B.** In the event that Section A above is affected if Chapter 288 of the Nevada Revised Statutes is amended, the County and Association negotiating teams will meet at the request of either party to discuss the impact of the change in Chapter 288 of the Nevada Revised Statutes on the current negotiated agreement.
- C.** The fiscal provisions of this Agreement shall be in effect from the first full pay period after July 01, 2012, unless otherwise stated in this agreement, through June 30, 2015.

## **ARTICLE 30. SUNSET PROVISION**

Upon expiration of this 2012-2015 Agreement, the 2009-2011 Agreement as of June 30, 2011 will be reinstated until a successor agreement is reached. Furthermore, the one-time 1% salary increase, effective the first full pay period in January 2015, will remain in effect.

This Agreement shall remain in full force and effect during the negotiation. Unless

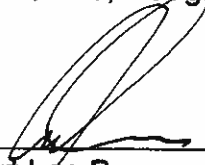


otherwise noted herein, any changes caused by the approval of this Agreement shall be prospective and implemented as of the first day of the payroll period immediately succeeding July 01, 2012.

In recognition of the tentative agreement and recommendation of the above wages, hours and other terms and conditions of employment to their respective parties, the following negotiators have affixed their signature below.

FOR THE EMPLOYER:

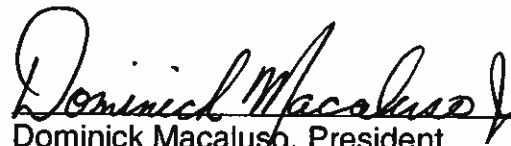
  
Doug Ritchie, Douglas County Chief Negotiator

  
Robert Lee Bonner, Jr., Chairman  
Douglas County Commissioners

Dated: June 7, 2012

FOR THE ASSOCIATION:

  
Tom Donaldson, DCEA Attorney

  
Dominick Macaluso, President  
Douglas County Employees Association

Dated: 5-29-2012

**EXHIBIT "A"**

Authorized gear consists of insulated pants, jacket, gloves, boots and hat. The DCEA positions that are eligible to receive the foul weather allowance are listed below:

Animal Services Officer  
Equipment Technician/Master  
Electrical Instrumentation Technician  
Kennel Maintenance Assistant  
Maintenance Technician I/II/III  
Maintenance Specialist I/II/III  
Maintenance Assistant I/II/III  
Park Ranger I/II/III  
Road Maintenance Operator/Senior  
Signal Light Maintenance Technician  
Telecommunications Technician  
Utility System Technician I/II/III  
Utility System Technician Trainee

**CERTIFIED COPY**

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: June 11, 2012

[Signature] Clerk of the Judicial District Court  
of the State of Nevada, in and for the County of Douglas.

By [Signature]

Deputy

DOC # 0803800  
06/11/2012 02:00 PM Deputy: PK

**OFFICIAL RECORD**

Requested By:

DC/HUMAN RESOURCES

Assessor's Parcel Number: N/A

Date: JUNE 11, 2012

Recording Requested By:

Douglas County - NV  
Karen Ellison - Recorder

Page: 1 Of 43 Fee: 0.00  
BK-0612 PG- 2338 RPTT: 0.00



Name: DARCY WORMS, HUMAN RESOURCES

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Real Property Transfer Tax: \$ N/A

**AGREEMENT #2012.106**

(Title of Document)

|                    LABOR AGREEMENT

                  between

DOUGLAS COUNTY

                  and the

DOUGLAS COUNTY

|                    ~~EMPLOYEES'~~ EMPLOYEES ASSOCIATION

|                    JULY 1, ~~2012~~2015 - JUNE 30, ~~2015~~2017

~~2012-~~

2015 - ~~2017~~ Labor Agreement  
between  
Douglas County  
and the  
Douglas County ~~Employees'~~Employees Association

ARTICLE 1.	PARTIES.....	1
ARTICLE 2.	<u>TERM OF AGREEMENT.....</u>	<u>1</u>
<u>ARTICLE 3.</u>	AUTHORIZED AGENTS .....	1
ARTICLE <del>34.</del>	RECOGNITION .....	<del>12</del>
ARTICLE <del>45.</del>	DEFINITIONS.....	2
A.	Appointing Authority .....	2
B.	Day .....	2
C.	Year .....	2
D.	Year of Service.....	2
E.	Regular Employee .....	<del>23</del>
F.	<u>Evaluation Due Date.....</u>	<u>3</u>
ARTICLE <del>56.</del>	ASSOCIATION RIGHTS .....	<del>23</del>
A.	Bulletin Boards .....	<del>23</del>
B.	Use of Employer Facilities .....	3
C.	Interdepartmental Mail System.....	3
D.	Use of Employer Copying Machines .....	<del>34</del>
E.	Association Representatives .....	<del>34</del>
F.	Dues Deductions .....	<del>45</del>
G.	Bargaining Unit Information .....	<del>5</del>
<del>ARTICLE 6.</del>		
<u>ARTICLE 7.</u>	EMPLOYER RIGHTS AND RESPONSIBILITIES .....	<u>56</u>
<u>ARTICLE 8.</u>		
<del>ARTICLE 7.</del>	SALARIES AND PAY PRACTICES.....	<del>67</del>
A.	Salaries and Pay for Performance.....	<del>67</del>
B.	Standby Pay .....	<del>78</del>
C.	Working Above Classification .....	<del>79</del>
D.	Merit and Pay for Performance Increases .....	<del>79</del>
E.	Outstanding Performance Pay .....	<del>89</del>

F. Communications Trainer .....	810
G. Shift Differential .....	810
H. Electrical Instrumentation Standby Pay .....	10
<hr/>	
ARTICLE <del>89</del> . MEDICAL AND DENTAL INSURANCE .....	810
A. Cafeteria Plan .....	810
B. Contribution Toward Health Benefit Package .....	911
C. Monthly Contribution in Lieu of Core Medical Package .....	1012
D. County Benefits Committee .....	1012
ARTICLE <del>910</del> . HOURS .....	1112
A. Work Hours .....	1112
B. Rest Periods .....	1113
C. Call Back Defined .....	1113
D. PERS Reporting .....	1113
E. Call Back Minimum .....	1113
ARTICLE <del>1011</del> . OVERTIME .....	1213
A. Defined .....	1213
B. Overtime Compensation .....	1214
C. Budgetary Constraints .....	1214
D. Compliance with FLSA .....	1214
E. <del>Compensating</del> Compensatory Time Off (CTO) .....	1214
ARTICLE <del>1112</del> . LEGAL HOLIDAYS .....	1314
A. Defined .....	1314
B. Holiday on Leave .....	1315
C. Holiday on Scheduled Day Off .....	1315
D. Pay for Either Holiday Worked or Holiday Observed .....	1415
ARTICLE <del>1213</del> . ANNUAL LEAVE .....	1415
A. Accrual .....	1415
B. Accrual During Probation .....	1416
C. Payment on Separation .....	1416
D. Payment on Death .....	1416
E. Carry-over of Annual Leave to Following Year .....	1416
F. <del>Personal Day</del> .....	15
G. <del>Approval for Use of Annual Leave</del> .....	15
ARTICLE <del>1314</del> . SICK LEAVE .....	1517
A. Entitlement .....	1517
B. Sick Leave Accrual .....	1617

C. Maximum Accrual .....	<del>16</del> 17
D. Authorization of Usage .....	<del>16</del> 17
E. Certificate of Illness .....	<del>16</del> 18
F. Reporting Requirements.....	<del>17</del> 18
G. Family Medical Leave Act.....	<del>17</del> 18
H. Sick Leave Payoff.....	<del>18</del> 19
I. Catastrophic Leave.....	<del>18</del> 19
J. Sick Leave Incentive Program .....	<del>18</del> 20

ARTICLE <del>14</del> 15. INJURY ON DUTY LEAVE .....	<del>19</del> 21
A. Injury on Duty .....	<del>19</del> 21
B. Injury Leave .....	<del>19</del> 21
C. Rights Protected .....	<del>20</del> 22
D. Light/Modified Duty Assignments .....	<del>20</del> 22

ARTICLE <del>15</del> 16. LEAVES OF ABSENCE .....	<del>20</del> 22
A. Leaves of Absence Without Pay .....	<del>20</del> 22
B. Leaves of Absence With Pay .....	<del>21</del> 23
C. Military Leave .....	<del>21</del> 23
D. Other Leaves .....	<del>21</del> 23

ARTICLE <del>16</del> 17. GRIEVANCE PROCEDURE .....	<del>21</del> 23
A. Definitions.....	<del>21</del> 23
B. General Provisions .....	<del>22</del> 24
C. Process .....	<del>22</del> 24

<del>ARTICLE 17.</del>	
ARTICLE 18. EXTERNAL HEARING OFFICER .....	2325
A. Designation .....	2325
B. Costs .....	2325
C. Timely Hearings and Decisions .....	2326
D. Effect of Decision .....	2326
E. Authority of EHO .....	2326
F. Matters Subject to EHO Procedure .....	2426
G. Rules of Evidence .....	2426

<del>ARTICLE 19.</del>	
ARTICLE 18. EMPLOYEE DISCIPLINARY DECISIONS .....	24PROCEDURES 27
A. Basis for Disciplinary Action .....	2427
B. Types of Discipline .....	2427
C. Response to Appeals from Written Reprimand.....	2527
D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges and Appeal .....	2527
E. Employee's Response and Meeting .....	2528



F. Employer Action .....	2628
G. Appeal Procedure.....	2629
H. Investigatory Interviews .....	2629
I. Notice of Behavior .....	2729
ARTICLE <del>1920</del> . REDUCTION IN FORCE .....	2729
A. Procedure .....	2729
B. Notice .....	2730
C. Demotion In-lieu of Layoff .....	2730
D. Reemployment .....	2830
E. Restoration of Benefits .....	2830
ARTICLE <del>2021</del> . CLASSIFICATIONS AND EMPLOYEE STATUS .....	2831
A. New and Changed Classifications.....	2831
B. Reclassification Request .....	2831
C. Transfers .....	2831
D. Promotions .....	2831
E. Progression of Positions within Job Families.....	2931
F. Demotions .....	2932
G. Reclassifications.....	2932
H. Probationary Period.....	3032
ARTICLE <del>2122</del> . EFFECTS OF SUBCONTRACTING .....	3033
ARTICLE <del>2223</del> . LABOR MANAGEMENT COMMITTEE .....	3134
A. Representatives and Function.....	3134
B. Notice of Issues .....	3134
C. Recommendations .....	3134
D. Advisory Function .....	3134
E. Chairperson .....	3134
F. Attendance by Other Persons .....	3134
G. Fiscal Issues.....	3134
ARTICLE <del>2324</del> . UNIFORM ALLOWANCE .....	3235
A. Uniforms .....	3235
B. Safety Footwear .....	3235
C. Personal Property.....	3235
<del>ARTICLE 24.</del>	
<del>ARTICLE 25.</del> TUITION REIMBURSEMENT.....	3336
<del>ARTICLE 26.</del>	
<del>ARTICLE 25.</del> PEACEFUL PERFORMANCE.....	3336
 <i>2012-2015 - 2017 Douglas County <del>Employees'</del>Employees Association Labor Agreement</i>	

<del>ARTICLE 26.</del>	
<del>ARTICLE 27.</del>	ENTIRE AGREEMENT, MODIFICATION AND WAIVER..... 3437
<del>ARTICLE 27.</del>	
<del>ARTICLE 28.</del>	DRUG TESTING ..... 3538
ARTICLE 2829.	SAFETY COMMITTEE ..... 3538
ARTICLE 2930.	SAVINGS PROVISION ..... 3538
<del>ARTICLE 30.</del>	<del>SUNSET PROVISION..... 35</del>
SIGNATURE PAGE	..... 3638
APPENDIX A	..... 37



2015 - ~~2017~~ Labor Agreement  
between  
Douglas County  
and the  
Douglas County ~~Employees'~~Employees Association

**ARTICLE 1. PARTIES**

This labor agreement ("Agreement") is entered into this 1st day of July, ~~2012~~2015, by and between the County of Douglas (~~hereinafter referred to as~~ "County" or "Employer," ) and the Douglas County ~~Employees'~~Employees Association (~~hereinafter referred to as~~ "Association").

**ARTICLE 2. AND SHALL BE BINDING UPON THE PARTIES FROM 2. TERM OF AGREEMENT**

A. The term of this Agreement will commence on July ~~01, 2012~~1, 2015, and end on June 30, 2017.

B. The parties mutually agree that Articles 8 (Salaries and Pay Practices) and 9 (Medical and Dental Insurance) may be reopened for negotiation by either party after January 1, 2016. All other terms of this Agreement shall remain in effect through June 30, ~~2015, inclusive~~2017.

C. This Agreement will remain in full force and effect during any subsequent labor negotiations between the Association and the County.

D. Notwithstanding any other provision of this Agreement and Article 2, after June 30, 2017, no increase in salaries, wages, or other monetary benefits will occur or be paid by the County until a successor labor agreement is executed by the Association and the County. However, the County may elect to pay any increase in the employer's portion of the matching contribution rate required by the Public Employee's Retirement System of Nevada pursuant to NRS 286.450.

**ARTICLE ~~23.~~ AUTHORIZED AGENTS**

For the purpose of the official notification to the Parties under this agreement, the following agents have been designated:

A. Employer's principal authorized agent shall be:

County Manager  
Douglas County  
County Administrative Offices

Post Office Box 218  
Minden, Nevada 89423

B. Association's principal authorized agent shall be:

President  
Douglas County Employees Association  
Post Office Box 1265  
Minden, Nevada 89423

#### **ARTICLE 34. RECOGNITION**

The Employer recognizes the Association as the sole and exclusive collective bargaining agent for all employees of the Employer within those job classifications covered by this Agreement, who are presently employed and subsequently hired by the Employer. Temporary or seasonal employees or employees who regularly work less than thirty hours per week are excluded from the bargaining unit. Except as provided in and subject to the provisions of NRS 288, listed classifications shall not be added to, changed to another unit, or deleted from this unit without prior written notification to and discussion with the Association.

#### **ARTICLE 45. DEFINITIONS**

**A. Appointing Authority.**

The Department Head, County Manager, or Board of County Commissioners having full authority to hire an employee for the County.

**B. Day.**

Calendar day unless otherwise stated.

**C. Year.**

Calendar year unless otherwise stated.

**D. Year of Service.**

Twenty-six (26) complete payroll periods of continuous service with the Employer. For the purpose of this provision, the following shall not be considered as breaks in service:

1. Authorized Military Leave for active service, providing that the person is reinstated within ninety (90) calendar days following honorable discharge from military service.

2. Authorized Military Leave for training duty not to exceed fifteen (15) working days in any one calendar year.
3. Authorized leave with pay deemed to be beneficial to the public service.
4. Authorized leave without pay for thirty (30) working days or less in any calendar year.
5. Authorized leave without pay for more than thirty (30) days deemed beneficial to the public service by the Board of County Commissioners.

**E. Regular Employee.**

"Regular employee" means an employee who has been retained in his/her position ~~on~~at the completion of the employee's probationary period.

**F. Evaluation Due Date.**

"Evaluation Due Date" means the first day of the pay period in which the anniversary of the date the employee was hired or received a promotion, whichever is later, occurs plus 14 Days.

**ARTICLE ~~56~~. ASSOCIATION RIGHTS**

**A. Bulletin Boards.**

The Employer will furnish bulletin board space where currently available. The Association may provide additional bulletin boards for placement in areas where employer-provided space is not available. Placement shall be decided by mutual agreement. Bulletin boards shall only be used for the following notices:

1. Scheduled Association meetings, agenda, and minutes.
2. Information on Association elections and the results.
3. Information regarding Association social, recreational, and related news bulletins.
4. Reports of official business of the Association, including reports of committees or the Board of Directors.

Posted notices shall not be obscene, defamatory, or of a political nature, nor shall they pertain to public issues which do not include the Employer or its relations with its employees. All notices to be posted must be dated and signed by an authorized representative of Association. Employer equipment, materials, supplies, or interdepartmental mail systems shall not be used for the preparation, reproduction, or distribution of notices except as specifically allowed below, nor shall such notices be prepared by employees during their regular work time.

**B. Use of Employer Facilities.**

Meeting room facilities of the Employer may be made available upon timely

application for use by employees and the Association.

**C. Interdepartmental Mail System.**

Employer agrees to allow the Association limited lawful use of the Employer's interdepartmental mail system and County email system. Such use shall not include materials unsuitable for posting under Section A above. All use of the County email system is subject to the County internet and email policy, including the provision that no reasonable expectation of privacy for messages placed in the system exists and the Nevada public records law.

**D. Use of Employer Copying Machines.**

Employer agrees the Association may use copying machines providing the following conditions are met:

1. Association will reimburse Employer for cost of usage.
2. All copying will be done off Employee shift time.
3. No Association use of copying facilities shall interfere with use of such facilities for Employer business.

**E. Association Representatives.**

The Employer recognizes and agrees to meet with representatives of the Association on matters covered by this Agreement.

1. *Selection.* Selection of Association representatives is the responsibility of Association provided, however, that the total number of Association representatives shall not exceed fifteen (15) officers and stewards.
2. *List of Representatives.* Association shall provide the Employer with a list of Association representatives and shall advise the Employer, in writing, of any changes as soon as practicable.
3. *Paid Release Time.* Paid Release ~~time~~Time for an employee Association representative shall be limited to:
  - a. attendance by the Association president or a designee at County Commission meetings which have a direct impact upon Association (upon posting, a copy of the Commission's agenda will be provided to ~~DCEA's President~~the Association's president);
  - b. meetings with County management upon the request of either party;
  - c. attending meetings with management as a representative in the grievance or disciplinary procedures;
  - d. attending monthly or special meetings of the Association; and
  - e. no more than one representative from any division at any given point in time.
4. *Authorization Required to Leave Work Site.* Prior authorization from his/her

supervisor shall be received by the Association Representative before leaving his/her work site. Approval of request for authorized released time under this Article shall not be unreasonably withheld.

5. *Non-Employee Representatives.* Representatives or attorneys of the Association ~~or attorneys~~ who are not County employees, shall have reasonable access to the ~~Employer's~~County's facilities to participate in any meetings or hearings relating to grievances, arbitration, disciplinary matters, meetings with management relating to Association business, or for Association meetings or activities if accompanied by an Association Representative.

6. *Bargaining Team.* The size of the respective bargaining teams may be no more than five people and a chief negotiator. The Association may not have more than one team member from any single division unless the parties specifically agree in writing to waive this requirement. Employee members of the Association Bargaining Team shall be compensated for their ~~time~~authorized Paid Release Time in negotiation meetings with the County in accordance with Article 6 of this Agreement. In addition, either party may, with prior notice, bring an additional member with special skills or information to a negotiation session.

7. *County Reimbursement.* The County will create a new Paid Release Time form for Association Representatives to account for any Paid Release Time utilized by an Association Representative to perform duties for, or providing services to, the Association ("Association Business").

a. A completed Paid Release Time form must be submitted with the employee's time sheet for any Association Business. The Association agrees to reimburse the County for any compensation paid to an Association Representative for Association Business, and who received Paid Release Time, during the prior quarter.

b. At the end of each quarter, the County agrees to provide a summary of all Association Business reported on the Paid Release Time forms to the Association and the Association promises and agrees to pay the required reimbursement amount within 30 days of receiving the summary from the County.

c. Instead of making a payment to the County, the Association may request that the County deduct the amount due to the County from a credit of \$23,124 granted to the Association by the County for the period of July 1, 2015, through June 30, 2017.

d. The \$23,124 credit is the value of the Association agreeing to forego the accrual of one day of annual leave for represented employees with less than five years of continuous services with the County.

#### **F. Dues Deductions.**

The parties agree that the Employer will provide deduction to the Association on the following terms:



1. *Authorization.* The Employer shall deduct dues from the salaries of Association members and remit the total deductions to the designated Association officer(s) on at least a monthly basis. However, no deductions shall be made except in accordance with a deduction authorization form individually and voluntarily executed by the employee for whom the deduction is made. The deduction authorization form shall specify any Association restrictions that require the employee to remain a member beyond the end of the calendar month if the employee's action is to terminate such status.

2. *Amount of Dues.* The Association shall certify to the Employer in writing the current rate of membership dues. The Association will notify the Employer of any change in the rate of membership dues at least sixty (60) days prior to the effective date of such change.

3. *Indemnification.* The Association shall indemnify and hold the Employer harmless against any and all claims, demands, suits and all other forms of liability which shall arise out of or by reason of action taken or not taken by the Employer at the request of the Association under the provisions of Section F of this Article or through the proper execution of this Section of the contract.

**G. Bargaining Unit Information.**

Newly hired bargaining unit employees will be provided with a copy of this Agreement and will sign a document acknowledging receipt. The receipt document will contain the employee's name and assigned department. On the last Friday of each month, the Employer will provide the Association with information on all bargaining unit eligible employees, to include: the employee's name, date of hire, classification, and department. The Employer will also provide copies of all receipt document executed during the preceding month. If the Association wants such information on a less frequent basis, it will notify the County in January of the relevant year. This information will be provided in a written and/or available electronic format (e.g., Excel) at the Association's request.

**ARTICLE 67. EMPLOYER RIGHTS AND RESPONSIBILITIES**

The Employer retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of this Agreement, except as expressly limited by a specific provision of this Agreement or NRS 288.150(3). Without limiting the generality of the foregoing, the rights, powers, and authority retained solely and exclusively by the Employer and not abridged here include, but are not limited to, the following:

1. To manage and direct its business and personnel.
2. To manage, control, and determine the mission of its departments, building facilities, and operations.

3. To create, change, combine or abolish jobs, departments and facilities in whole or in part.
4. To direct the work force; to increase or decrease the work force and determine the number of employees needed.
5. To hire, transfer (except for disciplinary purposes), promote, and maintain the discipline and efficiency of its employees.
6. To establish work standards, schedules of operation and reasonable work load, subject to safety considerations.
7. To specify or assign work requirements and require overtime subject to safety considerations.
8. To schedule working hours and shifts.
9. To adopt rules of conduct.
10. To determine the type and scope of work to be performed by its employees and the services to be provided.
11. To classify positions.
12. To establish initial salaries of new classifications.
13. To determine the methods, processes, means, and places of providing services.
14. To take whatever action to adjust to changing legal requirements.
15. To take whatever action necessary to prepare for and operate in an emergency.

## ARTICLE 78. SALARIES AND PAY PRACTICES

### A. Salaries and Pay for Performance.

~~The parties agree there will be no merit increases/top out pay during the period of July 01, 2012— June 30, 2015. Employees will receive evaluations from their supervisors utilizing the PMP system. All employees will receive a 4.0% salary reduction effective the first full pay period in July 2012. All employees hired while this agreement is in effect will be hired below the stated salary range reflecting the aforementioned salary reduction.~~

1. The County established and proposed new pay ranges for all County employees effective July 1, 2015. The Association agreed to the full implementation of the new pay ranges for all of the employees covered by this Agreement effective July 1, 2105. A current summary of the new pay ranges is attached as Appendix "A" to this Agreement.

2. The purpose of the Pay for Performance plan is to recognize and reward employees who demonstrate motivation, performance above the standard scope of work, and efficiency, skill and initiative in their work, while also

appropriately ranking employees who perform at or below the established level of performance for a particular position.

3. Employees will receive annual performance reviews on their Evaluation Due Date. The range for merit increases will be on a 0-6% scale and the County will not conduct annual salary surveys throughout the year. any merit increase will be applied to the employee's base pay on the first day of the pay period in which the anniversary of the date the employee was hired or received a promotion, whichever is later, occurs.

4. The maximum merit increase an employee may receive during the term of this agreement is 4% (i.e., a merit score equivalent to a 4%, 5% or 6% increase will result in a 4% increase to the employee's wage).

5. Before any merit increase is applied to an employee's wage, the amount of any wage increase the employee received due to the implementation of the new pay ranges indicated in Appendix "A" will be deducted from the merit increase.

For example, if an employee's hourly wage is \$20.00 per hour and the employee's wage is increased to \$20.20 due to the implementation of the new pay range, a subsequent merit increase of 4% would result in a net wage increase of \$0.81 and a new wage of \$20.81 (\$20.20 x 4% merit increase = \$21.01 - \$0.20 prior pay range adjustment = \$20.81 new hourly wage).

6. Employees who receive a performance rating of 5% or 6%, and who are at the top of their pay range or would exceed the top of their pay range after receiving the Pay for Performance (merit) increase, will be eligible for a lump sum payment of 0.5% or 1%, respectively, of their base pay ("Top Out Pay"). The lump sum payment and salary (merit) increase must not exceed the amount the Pay for Performance increase would have provided if the employee were not at the top of the range.

7. No merit increases or Top Out Pay will be awarded or paid after June 30, 2016.

8. Effective the first full pay period in July 2013, all employees covered by this agreement will receive a salary restoration of 1.5%. Effective the first full pay period in January 2014, all employees covered by this agreement will receive a salary restoration of 1.5%. Effective the first full pay period in July 2014, all employees covered by this agreement will receive a salary restoration of 1.0%. Effective the first full pay period in January 2015, all employees covered by this agreement will receive a salary an increase of 1.0%. 5% in their base pay during the first full period in which their

Evaluation Due Date occurs.

~~All employees hired while this agreement is in effect will be hired at the rate indicated in the first Paragraph of this section and the salary adjustment or restoration will be added to reflect the salary adjustment or restoration in the first paragraph above. Any salary~~

~~9. Any wage adjustments, wage increases, or salary restorationsthe award of merit increases will not change the minimum or maximum amount of a job classification's salary range. Salary as adopted by the parties and detailed in Appendix "A." Wage adjustments, wage increases, and salary restorationsthe award of merit increases may not exceed the top of the currentemployee's salary range. Any employee~~

~~10. The County agrees to maintain the 1.125% Cost of Living Adjustment previously granted to represented employees associated with the increase in each employee's contribution to the Public Employee's Retirement System of Nevada.~~

~~11. Based on current budget constraints, the County and Association mutually agree that is at the maximum of the salary range when an adjustment occurs will receive a lump sum paymentArticle 8 may be reopened for the balance of any salary adjustmentnegotiation by either party between January 1, 2016, and May 31, 2016.~~

**B. Standby Pay.**

1. Standby duty is defined as that circumstance which requires the employee so assigned to:

- a. Be ready to respond in a reasonable time to calls for his/her service;
- b. Be readily available at all hours by telephone, or other communication devices; and
- c. Refrain from activities which might impair his/her performance of assigned duties upon call.

2. Standby duty shall be assigned in writing.

3. An employee shall not receive standby pay for hours actually worked or for hours reimbursed by a call-back minimum.

4. Standby pay, ~~effective the first pay period following ratification of this agreement, will be is~~ \$3.00 per hour.

**C. Working Above Classification.**

1. Except for training purposes, when an employee is temporarily assigned, in writing ~~on a temporary basis~~, to perform the full range of duties of a higher job classification for more than ~~ten (10) one full~~ consecutive ~~working days~~ pay period, the employee shall receive ~~three five~~ percent (35%) above ~~his/her~~ the employee's

normal base hourly pay for all non-supervisory hours worked retroactively in the higher job classification, retroactive to the beginning of the qualifying assignment. Temporary assignments to a first day such duties were fully assumed.

2. Except for training purposes, when an employee is temporarily assigned, in writing, to perform the full range of duties of a designated supervisory position meeting all of the above requirements for more than one full consecutive pay period, the employee shall receive a six10 percent (6%) increase for all10%) above the employee's normal base hourly pay for all supervisory hours worked continuously after, retroactive to the first day such duties were fully assumed.

3. qualifying period. When such a temporary assignment is made, the employee's supervisor shall will confirm the dates and length of the temporary assignment to the employee in writing.

**D. Merit and Pay for Performance Increases.**

An employee who has received a Pay for Performance evaluation that has a decrease of two or more levels from the previous Pay for Performance evaluation and contends that the evaluation does not contain adequate written information to support the decrease, or that the employee did not receive notice during the evaluation period that the employee was not performing at an expected level, may request a review of the evaluation. The employee must submit a request for review to the Human Resources Manager within fourteen (14) days of receiving the evaluation. The employee must provide written information supporting the employee's position with the request for review. The department head, elected official, and the Human Resources Manager and County Manager will review the evaluation, the information provided by the employee, and any additional information provided by the evaluating supervisor. The employee's information must show that the evaluation rating was baseless or without supporting evidence. A nonbinding recommendation will be made to the evaluating supervisor which may include recommending no change, an increase, or a decrease in the Pay for Performance level. This process will also be used if a department head or elected official completes the evaluation.

**E. Outstanding Performance Pay.**

The Employer agrees that employees covered under this agreement are eligible for the employee ~~recognition~~ Recognition of Excellence program under Douglas County Administrative Policy and Procedure Number 200.16.

**F. Communications Trainer.**

The hiring Department may designate qualified individuals as Communications Trainer (CT). Upon assignment to train an individual or group, the CT will receive \$3.00 for each hour actually spent in one of those capacities. The Department Head or his/her designee shall have full discretion to make such assignment or remove someone from such assignment. Removal from such assignment in and

of itself shall not be considered a disciplinary action.

**G. Shift Differential.**

For actually working any assigned shift in a department having a 24-hour operation at least half of which includes the hours between 11:00 p.m. and 7:00 a.m., an eligible unit employee will receive an additional \$1.38 per hour for each hour actually worked between the hours of 11:00 p.m. and 7:00 a.m. as shift differential pay. To qualify, the employee must work at least one-half of the qualifying shift or the employee must work the shift immediately preceding or following the qualifying shift. The Department Head shall have full discretion to make or not make such assignment or to remove an employee from such assignment.

**H. Electrical Instrumentation Standby Pay.**

1. Any Public Works Department employee that is designated by the County, in its sole discretion, as a certified electrical instrumentation worker will receive a \$6,000 lump sum payment in the first full pay period in January and July for electrical instrumentation standby provided to the County for the preceding six-month period (a total of \$12,000 annually). Any designated employee covered by this provision is not eligible for additional standby pay.
2. To receive Electrical Instrumentation Standby pay, the employee must be ready to respond in a reasonable amount of time to calls for the employee's service, be readily available at all hours by telephone or other communication device, and refrain from activities that might impair the employee's ability to perform the electrical instrumentation duties that may be needed.

**ARTICLE 89. MEDICAL AND DENTAL INSURANCE**

**A. Cafeteria Plan.**

1. The County will continue to maintain a cafeteria benefit package. A cafeteria plan recognizes that staff has diverse needs, and will allow employees to choose benefits based on their individual needs.
2. The County will provide eligible employees with core medical, dental, vision and individual life insurance coverage, and a specific dollar amount, which will vary dependent upon whether the employee has individual coverage or dependent coverage.
3. Employees may use remaining funds or salary deductions toward benefits on the cafeteria menu.
4. The core medical package may be optional for employees that can provide acceptable proof of similar coverage through another source. Approval for waiver of a core medical package shall be at the County's sole discretion. If an employee

waives the core package, the employee shall receive a fixed dollar amount per month in lieu of coverage, which they may use for items on the cafeteria menu after purchase of mandatory dental/vision/life insurance coverage.

**B. Contribution Toward Health Benefit Package.**

A traditional medical plan and, if available, a High Deductible Plan will be offered to employees. One of these must be purchased unless waived pursuant to A(4) above. If waived, the employee will receive the monthly contribution set forth in C below. If the lowest cost employee-only core medical/RX plan exceeds ~~\$612.42/668.35~~ per month, the County will provide the employee additional funds to cover the employee-only premium cost for that plan.

Effective January 1, ~~2012~~2015:

~~1. Traditional Medical Plan contribution~~

1. Monthly HMO Contribution

Employee Only:

~~HMO (both plans) and PPO Enhanced~~ \$515.00/month

~~Employee Only:~~

~~PPO Enhanced Employee Only~~ \$591.37/month

Employee Plus ~~One or More Dependents:~~

~~HMO (both plans) and PPO (both plans)~~ Child(ren): \$826.31/month

Employee Plus Family: \$858.74

~~HMO (both plans) and~~

2. Monthly PPO Contribution

~~Employee Only (both plans)~~ \$668.75 (100% of Premium)

~~Employee Plus Child(ren):~~ \$826.31

~~Employee Plus Family:~~ \$858.74/month

~~2.~~

3. High Deductible Plan (if available)

High Deductible Plan (Core and Enhanced)

Employee Only: \$~~410~~535/month + \$327.36 per  
Year Annual Account  
Contribution

	Employee Plus Spouse:	<del>\$550</del> <u>758.33</u> /month + \$154.48 per Year Annual Account Contribution
	Employee Plus Child(ren):	<del>\$550</del> <u>758.33</u> /month + \$398.44 per Year Annual Account Contribution
	Employee Plus Family:	<del>\$550/month + \$0 per Year Annual Account Contribution</del>
	<hr/>	



High-Deductible Plan (Enhanced)

Employee Only:	\$410/month + \$0 per Year Annual Account Contribution
Employee Plus Spouse:	\$550758.33/month + \$0 per Year Annual Account Contribution
Employee Plus Child(ren):	\$550/month + \$0 per Year Annual Account Contribution
Employee Plus Family:	\$550/month + \$0 per Year Annual Account Contribution

~~3.~~ 4. Premium Increase or Decrease.

     Under the High Deductible Medical Plan option, any increase in premium costs over the life of this contract will be deducted from the Annual HSA Account Contribution amount and applied to the increased coverage expense.

~~a. County Annual Account Contribution Distribution. Fifty percent of the annual account contribution will be deposited in individual accounts two times each calendar year (first full pay period in January and July). If a plan participant experiences a qualifying event which results in a status change during the year, the premium will change at that time and account contribution will be adjusted on the next scheduled contribution. Account contributions will be recalculated and reflect the new account contribution rate. If a plan participant experiences a qualifying event which results in a status change between January and July, the account contribution for July will be 50 percent of the annual account contribution.~~

~~b. Employees serving an initial probation are not eligible to receive an annual account contribution.~~

~~e. The County Annual Account Contribution is made to an employee's Health Savings Account. In the event the entire County Annual~~

5. The HSA Account Contribution from the County is made to an individual employee's Health Savings Account. In the event the entire HSA Account Contribution has been used to cover premiums, the employee is solely liable for any excess premiums above the County's Annual HSA Account Contribution via automatic payroll deduction.

6. Probationary Employee Contribution Distribution. The first contribution from the County will be distributed on a prorated amount during the first full pay period after the probationary employee becomes eligible for benefits. The following contributions will continue on the regularly scheduled monthly distribution of \$535.00 per month for employee only coverage, \$758.33 per month for dependent coverage, and \$758.33 for family coverage.

**C. Monthly Contribution in Lieu of Core Medical Package.**

The monthly contribution in lieu of core medical package is \$350. Core dental, vision and life insurance must be purchased with the monthly contribution.

**D. County Benefits Committee.**

Two representatives from ~~DCEA~~the Association will serve as members of the County Benefits Committee-("Benefits Committee") until such time as the Benefits Committee adopts bylaws establishing the composition and voting rights of the Benefits Committee.

## ARTICLE 910. HOURS

### A. Work Hours.

Except in emergencies, the work week of full-time unit employees shall normally consist of five (5) days of eight (8) hours each, exclusive of a lunch hour. Each employee shall be assigned regular starting and quitting times, which shall not be changed without five calendar ~~days~~ days' prior notice unless mutually agreed upon by employee and supervisor. Alternate work schedules may be adopted by individual Department Heads with approval of the County Manager after prior discussion with the Association, if requested. For purposes of safety, an employee working overtime may be allowed to adjust their work schedule for the remainder of any scheduled shift.

### B. Rest Periods.

Except in emergencies, employees shall be granted a fifteen (15) minute rest period during each half work shift of four hours or longer. Such breaks shall not be taken within one (1) hour of the employee's starting time, quitting time, or meal break and shall not be accumulated or used to supplement meal breaks, arrive at work late or leave work early. Such rest periods shall be taken without loss of pay and the employee shall not be required to make up such time. Employees are required to take a minimum 30 minute unpaid meal break exclusive of the scheduled eight hour work period.

### C. Call Back Defined.

Callback means compensation earned for returning to duty after an employee has completed a regular shift, if off duty for any period of time, and is requested to return to duty at a work site with less than twelve (12) ~~hours~~ hours' notice. Nothing in subparagraph D below alters the County's obligations pursuant to this subparagraph.

### D. PERS Reporting.

Call Back pay will be reported to ~~PERS~~the Public Employees Retirement System ("PERS") in accordance with the Official Policies of PERS.

### E. Call Back Minimum.

When it is necessary to call-back any employee, the employee shall be paid on an overtime basis for a minimum of two (2) hours, even if the employee actually worked less than two (2) hours. If a call-back exceeds two (2) hours, the employee shall be paid for the time actually worked. It is further presumed that there will be no overlapping of premiums in that if an employee works less than

two (2) hours on the initial call-back and then is called back on a second time during the initial two hour period, he/she will not be entitled to additional overtime pay unless the total time worked for both call-backs exceeds two (2) hours. In such cases, the employee shall be paid for the total hours worked. Nothing in subparagraph D above alters the County's obligations pursuant to this subparagraph.

## **ARTICLE ~~10~~11. OVERTIME**

### **A. Defined.**

Overtime is that time actually worked as authorized and directed by management which exceeds forty (40) hours in the work week. For purposes of this Article, Holidays, Annual Leave (excepting Personal Days), and Compensatory Time Off (CTO) taken by an employee shall be considered as time actually worked.

### **B. Overtime Compensation.**

Employees who have worked overtime during a pay period shall receive compensation at the rate of one and one-half (1½) times the normal base hourly rate (or hours worked if CTO).

### **C. Budgetary Constraints.**

Nothing in this Article shall prohibit or limit a department's ability to schedule or reschedule an employee's work hours in order to operate within the confines of budgetary constraints. No change shall be made for the sole reason of avoiding the County's obligations under the Fair Labor Standards Act.

### **D. Compliance with FLSA.**

For such time as the FLSA (Fair Labor Standards Act) applies to members of this unit, management may take such action as necessary in order to fully comply with the law and any implementing regulations. However, in taking this action, the Association will be given timely notice of the proposed changes and consulted regarding the changes. Such compliance may be accomplished without further negotiations with the Association.

### **~~E. Compensation~~ E. Compensatory Time Off (CTO).**

1. *Accumulation.* In lieu of overtime pay, and if offered by management, an employee may elect to receive compensating time off (CTO) at the rate of time and one-half for such overtime hours worked. A maximum of one hundred twenty (120) hours may be banked at any one time.

2. *Use of CTO.* An employee may use CTO by requesting such time off and having it approved in advance. A supervisor may require an employee to utilize

any CTO bank before granting the use of annual leave.

3. *Pay off of CTO Bank.* The County may pay off all or part of an employee's CTO bank at any time at the employee's current straight time rate of pay.

## ARTICLE ~~11~~12. LEGAL HOLIDAYS

### A. Defined.

The following are paid holidays for County employees:

1. New Year's Day (January 1)
2. Martin Luther King's observed birthday (the third Monday in January)
3. President's observed birthdays (the third Monday in February)
4. Memorial Day (the last Monday in May)
5. Independence Day (July 4)
6. Labor Day (the first Monday in September)
7. Nevada Day (the last Friday in October)
8. Veteran's Day (November 11)
9. Thanksgiving Day (the fourth Thursday in November)
10. Family Day (the Friday following the fourth Thursday in November)
11. Christmas Day (December 25)

In addition to the above paid holidays, any other day is a paid holiday if designated by the President of the United States, the Governor of Nevada or the Board of County Commissioners.

Employees working a Monday through Friday schedule will observe New Year's Day, Independence Day, Veteran's Day, and Christmas Day on the Friday preceding the holiday whenever the holiday occurs on a Saturday or on Monday following the holiday whenever the holiday occurs on a Sunday.

Employees who work day, swing, or graveyard shifts in seven-day a week, twenty-four (24) hours per day departments will observe all holidays on the date of the actual holiday.

### B. Holiday on Leave.

If a holiday falls during an employee's leave, it will not be charged as leave.

### C. Holiday on Scheduled Day Off.

Should a holiday fall on an employee's regularly scheduled day off, at the appointing authority's discretion, the employee will be compensated either by receiving 1) an additional maximum of eight (8) hours pay at their straight time rate (payment of these hours will not be defined or recognized as hours worked); or 2) an additional day off with pay during the week of the holiday. Holiday pay will be prorated for part-time employees. In work weeks containing a holiday, employees scheduled to work four day ten-hour shifts per work week or other scheduled shifts will only receive eight hours of holiday pay. Work schedules will be modified by mutual agreement with the employee and Department Heads or Elected Official to

allow for completion of a forty-hour work week.

**D. Pay for Either Holiday Worked or Holiday Observed.**

Should an employee be required to work on a holiday, the employee will receive eight (8) hours of holiday pay and one and a half times the employee's regular rate of pay for actual hours worked. An employee that does not work on a holiday will receive holiday pay for one eight-hour paid holiday (or a part time equivalent consistent with paragraph C above) at the employee's regular rate of pay.

**ARTICLE ~~12~~13. ANNUAL LEAVE**

**A. Accrual.**

All Association employees who are employed on a continuous full-time basis shall accrue annual leave credits on the basis of the ~~appropriate~~ schedule below. Part-time employees (30 hours - 39 hours per week) shall earn annual leave on a prorated basis based on the number of hours worked in the pay period.

Only regular hours paid shall affect annual leave accrual.

CONTINUOUS SERVICE	HOURS EARNED/ HOURS PAID	MAXIMUM HOURS/YEAR	
<del>4<sup>th</sup></del> Hiring date through 4 <sup>th</sup> years	<del>.0385</del>	<del>800539</del>	<del>112</del>
5 <sup>th</sup> through 9 <sup>th</sup> years	<del>.0654</del>	<del>1360750</del>	<del>156</del>
10 <sup>th</sup> through 14 <sup>th</sup> years	<del>.0769</del>	<del>1600813</del>	<del>169</del>
15 <sup>th</sup> year through 19 <sup>th</sup> years	<del>.0860</del>	<del>179</del>	
20 <sup>th</sup> years and after	<del>.0846</del>	<del>1760962</del>	<del>200</del>

**B. Accrual During Probation.**

Each employee shall accrue annual leave during his/her probationary period, but shall not be granted annual leave during ~~said~~the probationary period until the employee has been employed continuously for at least six (6) months.

**C. Payment on Separation.**

Employees who have completed at least six (6) months of continuous service and leave the County service, shall be paid for any accrued annual leave upon their separation of employment.

**D. Payment on Death.**

If an employee dies who was entitled to accumulated annual leave under the provisions of this Article, the heirs of such deceased employee shall be paid an amount of money equal to the number of hours of annual leave earned or accrued

multiplied by the hourly rate of such deceased employee.

**E. Carry-over of Annual Leave to Following Year.**

The maximum amount of annual leave that may be accrued in a calendar year is two hundred ~~forty (240)~~<sup>eighty (280)</sup> hours. All annual leave not taken in excess of two hundred ~~forty (240)~~<sup>eighty (280)</sup> hours will be forfeited at the end of the last biweekly pay period of the calendar year.

A ninety (90) day extension of up to an additional eighty (80) hours maximum may only be granted by the County Manager in the event the employee was unable to utilize his/her hours due to management requirements. Management has the discretion to schedule the employee's time off during the extension. If, after an extension has been granted, an employee is unable to schedule these hours during the 90-day period due to management requirements, he/she may request payment of the additional hours.

~~**F. Personal Day.**~~

~~1. On July 01, 2012, and on January 01 of 2013 and 2014, each regular full-time employee will be credited with eight (8) hours of leave for personal time. Each regular part-time employee will be credited with prorated hours of leave for personal time based on their scheduled hours worked. The hours are for use during the calendar year in which they are granted.~~

~~2. The hours of personal time must be used in one increment and any unused hours will be forfeited if not used by December 31 of the calendar year in which the personal time was granted.~~

~~3. Upon separation from the County, all unused personal time will be forfeited and will not be paid to the employee upon termination of the employee's employment, whether voluntary or involuntary.~~

~~4. No overtime pay will be paid to any employee on account of the employee's use or non-use of all or any portion of the personal time granted to an employee.~~

~~**G. Approval for Use of Annual Leave or Personal Day.**~~

~~All annual leave will be taken at a time mutually agreeable to the employee and his/her supervisor. No request shall be unreasonably denied. Should an employee submit a request more than thirty (30) days prior to requested annual leave or personal leave exceeding five (5) consecutive days, the employee shall be notified within five (5) working days of submission of the request of the approval or denial of the request. Should no action be taken on the request for annual leave or personal leave by the employee's supervisor, the employee may submit the request to the Elected Official of the department or the Department Head. If a Department Head, other than an Elected Official, is the employee's supervisor, the request may be submitted to the County Manager.~~



## ARTICLE ~~13~~14. SICK LEAVE

### A. Entitlement.

All ~~unit~~ employees who are employed on a continuous, full-time basis shall be credited with sick leave according to the schedule below. All ~~unit~~ employees who are employed on a continuous part-time basis shall be credited with sick leave according to the schedule in subparagraph B below on a prorated basis.

### B. Sick Leave Accrual. ~~By way of example, a unit~~

1. Employees that are employed on a continuous full-time schedule, shall accrue sick leave at an annual rate of 88 hours.
2. Part-time employees working 21 hours a week or more shall earn sick leave hours at a pro-rated amount based on the number of hours worked. By way of example, an employee who works thirty (30) hours per week on a continuous basis shall be credited with sick leave at a rate equivalent to seventy-five percent (75%) of the rate at which a full-time ~~employees are~~ employee is credited with sick leave.
3. Employees working less than 20 hours per week, and staff hired on an intermittent, seasonal, temporary or emergency basis do not accrue sick leave hours.

### ~~B. Sick Leave Accrual.~~

~~Eligible employees shall accrue sick leave at the rate of .0385 hours for each hour paid up to a maximum of 80 hours per year. Only regular, non overtime, hours paid shall affect sick leave accrual.~~

### C. Maximum Accrual.

~~A total of no more than seven hundred twenty (720) hours of regular~~ Employees may accrue sick leave ~~may be credited hours to an employee. a maximum total accumulation of 720 hours.~~ Employees who have 720 hours of sick leave accrued as of January 1 of each calendar year will accrue an additional ~~8088~~ hours during the calendar year, which may be used when accrued during the calendar year. Any ~~of the 80 hours~~ unused hours will be ~~forfeited~~ removed as of December 31 of the calendar year.

### D. Authorization of Usage.

Employees are entitled to use sick leave only if ~~they~~ the employee or a member of their ~~family members~~ Immediate Family are incapacitated due to sickness, injury or when receiving necessary medical or dental treatment, or in the event of an illness, or death in the immediate family. Sick leave used for bereavement ~~shall~~ must not exceed thirty-two (32) hours per incident, except as approved in advance by the County Manager or appropriate elected official. Other types of

leave for bereavement may also be approved in advance by the County Manager or the appropriate elected official. Such use for bereavement is limited to ~~relatives listed in the section~~ members of the Immediate Family as defined below. Sick leave may be used by the employee for medical or dental preventive care appointments or emergencies of the employee or ~~family~~ members of the employee's Immediate Family.

1. *Family Defined.* "Immediate family" is defined as an employee's spouse under a valid marriage pursuant to NRS 122.010 or a registered domestic partner as defined in NRS 122A.030 and the employee's spouse's parents, legal guardian, children, stepchildren or foster children, brothers, sisters, grandparents, or grandchildren. The term "Immediate Family" also includes an employee's spouse's (or registered domestic partner's) parents, legal guardian, brothers, sisters, grandparents, or grandchildren. In the case of any other relative of the employee, the applicable appointing authority may authorize such sick leave and ~~shall~~ must notify the Human Resources Manager in writing ~~— of the approval.~~

2. *Evidence of Authorized Usage.* The appointing authority shall approve sick leave only after having ascertained that the absence was for an authorized reason, and the employee may be required to provide substantiating evidence.

**E. Certificate of Illness.**

Physician certificates or an examination by a physician selected and paid for by the County may be required by the employer when there is an absence from work in excess of five (5) consecutive days or whenever there is reason to believe that sick leave is being abused or the absence is questionable. In the event of family medical leave, the employee will complete the appropriate authorization forms supplied by Human Resources in accordance with County policy. If an employee becomes ill or injured during a vacation request of three (3) or more consecutive workdays, the time will be recorded as sick leave only if substantiated by a physician's written certification.

**F. Reporting Requirements.**

Except in an emergency wherein an employee is incapacitated, employees are expected to report any absence from work and the reason therefore to his/her supervisor within 30 minutes prior to the time the employee's normal work shift commences. Failure to report, may cause the absence to be deemed unexcused, unpaid, or subject to discipline. If the employee's supervisor is unavailable, the employee should notify his/her respective department regarding the absence. If nobody in the department answers the telephone, the employee may leave a message.

**G. Family Medical Leave Act.**

Family medical leave for employees shall be governed by the provisions of the Federal Family Medical Leave Act ("FMLA"). Nothing in this section is intended to extend to County employees any rights or benefits not extended in that law. General conditions are as follows:

1. Employees who have one year (52 weeks) of service, and have worked at least 1,250 hours in the past year, are eligible to take up to 12 weeks leave during a 12-month period as defined in County policy for family or medical leave pursuant to the FMLA. Family members are those persons who are so defined in the FMLA. Each time an employee takes FMLA leave, the County will compute the amount of such leave the employee has taken under the FMLA policy and deduct it from the 12 work-weeks of available leave.

2. The employee must provide reasonable advance notice if the need for the leave is foreseeable. The Department Head shall not deny leave to any eligible employee who requests family or medical leave pursuant to the provisions of the FMLA. The employee has the right to reinstatement to the same or a comparable position unless the employee is exempted from such right under the provisions of the FMLA.

3. The employee shall exhaust accrued sick leave and all accrued vacation leave up to a balance of 80 hours when on an FMLA leave.

4. The County shall maintain coverage under any group health plan for the duration of the leave at the level and under conditions that would have been provided had the employee been working. An employee on leave without pay will be expected to make prompt monthly payments to the County for dependent coverage and elected benefits per county policy, and the failure of the employee to make the payment shall result in cancellation of the coverage. While on paid leave, the County will continue to make payroll deductions to collect the employee's regular share of any premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The County shall only maintain such group health plan coverage for such employee for up to 12 weeks as stated in County policy.

#### **H. Sick Leave Payoff.**

Employees with 10 years of service will be compensated at the rate of 40% of the normal hourly rate for all hours of accrued sick leave upon termination from the employment of the County. An additional 1% in compensation shall be paid upon termination of employment for each year of service over ten years to a maximum of 50%. No employee shall be entitled to receive the compensation provided for by this section for accrued sick leave until he/she has served a minimum of ten years in County employment.

At the employee's option, instead of being compensated for sick leave the County, with approval of PERS, will convert compensable sick leave to PERS retirement credits.

**I. Catastrophic Leave.**

a. Employees will be allowed to voluntarily transfer up to a maximum of eighty (80) hours of their accumulated CTO and/or annual leave during any calendar year to another employee who has less than eighty (80) hours of combined sick leave, annual leave, and CTO, but who is otherwise eligible to take paid sick time.

~~An~~

b. Any donation of an employee's ~~donation of~~ annual leave or CTO will be in ~~four~~ four (1) hour increments. Donated annual leave or CTO will be logged to the account of the beneficiary employee in the order in which it is donated and will be converted to a dollar amount at the hourly rate of the donor employee. In the event the beneficiary employee no longer requires the use of any donated annual leave or CTO, the remaining donated annual leave and/or CTO will be returned to the donors from whom it was received. The maximum number of hours that may be transferred to a beneficiary employee pursuant to this Article is four hundred eighty (480) hours in any calendar year.

c. Employees covered by this Agreement who require additional sick leave time due to an FMLA-qualified catastrophic illness or injury may request additional sick leave time through notification to the Association executive board. All donations to the requesting employee will only be donated from the donor's annual leave or CTO banks in one-hour increments and will be converted to a dollar amount at the hourly rate of the donor employee. The dollar amount of the donated time will then be recalculated based on the requesting employee's base rate of pay in order to determine the number of hours the donor's time represents to the requesting employee. Any unused donated time will be returned to all donors on a prorated basis after being recalculated.

d. No employee will receive more than 480 cumulative, donated hours in a calendar year. The Association executive board is allowed to post an email on the County's email system to all employees requesting donations of annual leave or CTO on behalf of an employee.

e. The Association will submit the email to the County's Human Resources Department for its review and approval at least three (3) work days prior to being released to County employees.

**J. Sick Leave Incentive Program.**

Unit employees shall have the option to participate in the County's annual sick leave incentive program. Full-time employees utilizing less than forty (40) hours of sick leave during a calendar year will have eight (8) hours of paid time off credited to their annual leave accrual. Part-time employees who utilize less hours of sick leave during a calendar year than the number of hours they are regularly scheduled to work per week will have paid time off credited to their annual leave accrual on a pro-rata basis. By way of example, a unit employee regularly scheduled to work thirty hours per week who uses less than thirty hours of sick leave during a calendar year will have six hours of paid time off credited to annual leave accrual. Incentive program hours must be utilized within 12 months of receipt and are not subject to pay out upon separation of employment.

**ARTICLE 14.15. INJURY ON DUTY LEAVE**

**A. Injury on Duty.**

Any Association employee who suffers an injury while working during the course of employment for the Employer shall be entitled to injury leave until said employee is able to return to work or is terminated in any manner and subject to any limitations imposed by this Article or State Law. Injury means a sudden and tangible happening of a traumatic nature, producing an immediate or prompt result and resulting from external force, including injuries to artificial members. Any injury sustained by the employee while engaging in an athletic or social event sponsored by the Employer shall be deemed not to have arisen out of or in the course of employment unless the employee received compensation for hours worked from the County for participating in such event. For purposes of this Article, coronary thrombosis, coronary occlusion, or any other ailment or disorder of the heart, and any death or disability ensuing therefrom, shall not be deemed to be an injury by accident sustained arising out of and in the course of the employment. When an employee is eligible at the same time for benefits under applicable workers' compensation chapters of the Nevada Revised Statutes and for sick leave or injury leave benefit, the amount of sick leave or injury leave benefit paid to said employee shall not exceed the difference between their normal salary and the amount of any benefit received, exclusive of payment of medical or hospital expenses applicable requirements of the Nevada Revised Statutes for that pay period. Any usage of such leave shall be deducted from the employee's sick leave balance.

**B. Injury Leave.**

For employees injured on duty and accepted for worker's compensation benefits which exceed 40 regularly scheduled hours the County will cover the remainder of all required leave to supplement worker's compensation benefits at its expense for

up to 90 calendar days. During the 90 calendar days no employee leave deduction (sick, annual, or CTO) will be used to supplement worker's compensation benefits. After 90 calendar days the employee will use accrued leave to supplement worker's compensation benefits. The employee must follow all prescribed written safety policies and procedures to qualify for injury leave (e.g., wearing full protective clothing and equipment when necessary, using tools and equipment properly, and exercising prudent care while performing assigned functions).

The parties agree that nothing in this Agreement constitutes a waiver of any employee's rights to worker's compensation benefits under Nevada law. The parties further agree that although an employee may file a grievance when denied Injury Leave for an accepted worker's compensation claim, an employee may not grieve the denial of a worker's compensation claim by the County's Third Party Administrator. An employee wishing to challenge such a denial must do so according to the procedures prescribed under Nevada law.

**C. Rights Protected.**

Nothing in this Article shall abrogate an employee's or employer's rights under the industrial injury provisions of State Law.

**D. Light/Modified Duty Assignments.**

Employees who have been on authorized injury leave due to work-related injury under applicable workers' compensation law shall, upon written release from his/her doctor and upon presentation of said release to the County, return to work in a light duty assignment if one is available. Any assignments to light duty shall be in conformance with limitations imposed by the employee's doctor and no employee shall be assigned light duty tasks that would predictably prolong the rehabilitative process or otherwise increase the risk of further injury.

**ARTICLE 1516. LEAVES OF ABSENCE.**

**A. Leaves of Absence Without Pay.**

1. *Eligibility.* Leave without pay may be granted only to an employee who desires to return therefrom to the Employer's service.
2. *Short-term Leave.* Leave without pay of less than thirty (30) days may be granted for the good of the public service by the appointing authority. When such leave is granted, the appointing authority shall notify the Human Resources Manager.
3. *Long-term Leave.* For a period of thirty (30) days or more, leave without pay may be granted by the Board of County Commissioners. The employee shall retain his/her status as a public employee and the pay, leave and benefits accrued

prior to the leave for a period not to exceed twenty-six (26) consecutive pay periods.

4. *Family Medical Leave.* A family and/or medical leave of absence provides up to a total of 12 work-weeks of leave during a 12-month period as defined in County policy due to the birth of a child and the care of such child, the adoption/foster placement of a child and the care of such child, the need to care for a family member with a serious health condition, or the employee's own serious health condition which makes the employee unable to do his or her job. If the employee has exhausted all accrued sick leave, and vacation leave up to a balance of 80 hours, he/she will be placed on a leave of absence without pay in accordance with the provisions in Article ~~13~~14, Section G, and County policy.

5. *Elected Benefits.* Arrangements regarding employee's payment of dependent medical/dental insurance premiums and/or to his or her voluntary deductions, if continuity is desired, must be made with Human Resources prior to starting unpaid leave of absence. The failure of the employee to make the payment shall result in cancellation of the coverage.

**B. Leave of Absence With Pay.**

Leave with pay for an appropriate period may be granted by:

1. The Board of County Commissioners upon written petition by an employee;  
or
2. The appointing authority under the following conditions:
  - a. When an employee serves on a jury or as a witness in court, provided the jury and witness fees earned on an employee's regular workday are reimbursed to the Employer;
  - b. When it is impractical for a registered voter to vote before or after the employee's normal working hours; and
  - c. When an employee acts as a volunteer fireman or similar service for protection of life or property.

**C. Military Leave.**

1. An employee, who is an active member of the National Guard or reserve component of the United States Armed Forces, must notify the County of their active status upon their hire date or immediately upon activation. The employee shall make his/her reserve status known to the County and must provide any known reserve obligations to those responsible for staffing a minimum of 30 days in advance except during times of military conflict or other emergency activation.
2. An employee who is an active member of the National Guard or any reserve

component of the United States Armed Forces shall, upon request, be relieved from his/her duties to serve orders for military duty, without loss of pay or accrued leave for a period not to exceed fifteen workdays in any calendar year.

**D. Other Leaves.**

This includes all other leaves for which bargaining unit employees are eligible under the provisions of the County Personnel Code and Regulations.

**ARTICLE ~~16~~17. GRIEVANCE PROCEDURE**

**A. Definitions.**

1. *Grievance.* A grievance is a claimed violation, misapplication, or misinterpretation of a specific provision of this Agreement which adversely affects the grievant. The exercise or lack of exercise of Employer Rights and Responsibilities (Article ~~6~~7) is not grievable. Grievances arising out of disciplinary actions are covered by Article ~~18~~19, Employee Disciplinary Procedures.

2. *Grievant.* A grievant is an employee or group of employees in the unit who file a grievance as defined above. Alleged violations, misapplications, or misinterpretations which affect more than one employee in a substantially similar manner may be consolidated at the discretion of management as a group grievance and will be represented by a single grievant.

~~3. *Day.* For the purpose of this Article "Day" means a calendar day. In computing any period of time prescribed or allowed by this Article, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included and the designated period of time expires at 5:00 p.m. on that day, unless it is a Saturday, a Sunday, or a County holiday, in which event the period runs until 5:00 p.m. on the next day which is not a Saturday, a Sunday, or County holiday.~~

~~3. *Day.* For the purpose of this Article "Day" means a calendar day.~~

**B. General Provisions.**

1. If a grievant/appellant fails to carry his/her grievance forward to the next level within the prescribed time period, the grievance is settled based upon the decision rendered at the most recent step utilized.

2. If a supervisor or manager fails to respond with an answer within the given time period, the existing decision stands and the grievant may appeal to the next higher level.

3. The grievant may be represented by a person of his/her choice at any formal level of this procedure.

4. Time limits and formal levels may be waived by mutual written consent of the parties.



5. Proof of Service must be accomplished by certified mail or personal service.

6. If the grievant is not represented by a representative of the Association, the Association must be notified of the intended settlement of any Formal Level grievance prior to the settlement being finalized for the purpose of allowing Association input into its terms. If the Association does not provide a written response within ten (10) days after notification, the opportunity to respond is waived and the proposed settlement shall be implemented and the matter closed. If a timely written response is made, the Employer's representative ~~must give full consideration to~~ will consider the Association's input prior to the settlement of the grievance. If on the basis of the Association's input, the grievant/appellant desires to exercise the further remaining avenues of appeal, the appeal will be considered timely if ~~filed~~ the grievant files the appeal within ten (10) days of the ~~date of a meeting between the Employer, Association and the grievant/appellant during which the Association's reservations regarding the settlement were fully stated~~ written response to the County.

**C. Process.**

1. *Informal Level.* Within ten (10) days from the event giving rise to a potential grievance or from the date the employee could reasonably have been expected to have had knowledge of the event, the employee may orally discuss the problem with his/her immediate supervisor. The supervisor has ten (10) days to give an answer to the employee.

2. *Formal Levels.*

Level 1: If the employee ~~did not avail himself or herself of the informal level or is~~ not satisfied with the resolution proposed at the informal level, the employee may ~~within:~~

(a) Within ten (10) days from the event giving rise to a potential grievance or

(b) Within ten (10) days from the date the employee could reasonably have been expected to have had knowledge of the event or

(c) Within ten (10) days of receipt of the informal answer;

file a formal written grievance with his/her department head containing a statement describing the grievance, the section of this Agreement allegedly violated, and the remedy the grievant has requested. The department head (or designee) will, within ten (10) days of receipt of the written grievance, give a written answer to the grievant on the form provided.

Level 2: If the grievant is not satisfied with the written answer of the department head or his/her designee, the grievant may, within ten (10) days from the receipt of the department head's answer, file a written appeal to the County Manager.

Within ten (10) days of the County Manager's receipt of the grievant's written appeal, the County Manager or his/her designee must investigate the grievance and hold a meeting with the concerned parties. A written answer to the grievant must be provided within ten (10) days of the meeting. The answer is final and binding unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) as provided in Article 18 of this Agreement by filing a Notice of Intent to Arbitrate with the Human Resources Manager within fourteen (14) days of receipt of the County Manager or his/her designee's answer.

#### **ARTICLE ~~17~~18. EXTERNAL HEARING OFFICER**

**A. Designation.**

The External Hearing Officer (EHO) shall be designated by the parties after requesting a list of qualified arbitrators, from the American Arbitration Association, or the Federal Mediation & Conciliation Service. The parties shall strike names from the list until a final name remains.

**B. Costs.**

The fees and expenses of obtaining and employing the EHO and of a court reporter, if used, shall be shared equally by the Association and the Employer. Each party, however, shall bear the cost of its own presentation including preparation and post-hearing briefs, if any.

**C. Timely Hearings and Decisions.**

The EHO shall set the matter for hearing in a timely manner. The EHO's decision shall be rendered within thirty (30) days from the date of hearing and shall include his/her findings of facts on the issue(s) submitted.

**D. Effect of Decision.**

Decisions of an EHO on grievances properly before him or her will be final and binding unless the award will cost the County more than \$100,000. In the event the award does exceed \$100,000, the decision will be advisory to the County Board of Commissioners. The Board will make the final decision, which in its discretion it deems proper after review of the EHO's report or conducting further investigation as it sees fit. If the Board has taken no action after having been in receipt of an EHO's decision for thirty (30) days, the decision of the EHO will become final and binding. Decisions of the External Hearing Officer on disciplinary appeals properly before him/her will be final and binding on both parties.

**E. Authority of EHO.**

No EHO shall entertain, hear, decide, or make recommendations on any dispute unless such dispute involves an eligible employee in this represented Association and unless 1) such dispute falls within the definition of a grievance as set forth in Section A. 1. of Article ~~16~~17 Grievance Procedure, or 2) unless such dispute involves disciplinary suspension(s) within the same calendar year exceeding forty (40) working hours, demotion, or discharge as set forth in Article ~~18~~19, Employee Disciplinary Procedures, and has been processed in accordance with all provisions thereof and herein.

**F. Matters Subject to EHO Procedure.**

Proposals to create, add to, or change this written agreement or addenda supplementary hereto shall not be grievable nor submitted to an EHO and no proposal to modify, amend, or terminate a negotiated agreement, nor any matter or subject arising out of or in connection with such proposal, may be referred to this process. Likewise, no grievance arising out of the exercise of Article ~~6~~7, Employer Rights and Responsibilities, shall be submitted to this procedure.

**G. Rules of Evidence.**

Strict rules of evidence shall not apply. However, rules of evidence and procedures for conduct of hearings shall be guided by the standards in the American Arbitration Association's voluntary arbitration rules or the Nevada Administrative Procedure Act, NRS 233B.123.

**ARTICLE ~~18~~19. EMPLOYEE DISCIPLINARY PROCEDURES**

**A. Basis for Disciplinary Action.**

The tenure and status of every Association employee is conditioned on reasonable standards of personal conduct and job performance. Failure to meet these standards may be grounds for appropriate disciplinary action. Disciplinary action will be for just cause and may, in addition to the causes set forth in the Personnel Ordinance and Policies, be based upon any of the following grounds: failure to fully perform required duties, insubordination, failure to comply with or abuse of Employer policies or rules, unexcused absences, misuse or abuse of Employer property or equipment, substandard job performance, commission of a felony or other crime involving moral turpitude, and commission of other acts which are incompatible with service to the public. The employee rights of this article do not apply to probationary employees.

**B. Types of Discipline.**

The following procedure will apply when, in the judgment of the employee's

supervisor, an employee has committed an act or omission which justifies a written reprimand, demotion, discharge or suspension without pay. Disciplinary action will normally progress from the least to the most severe. However, nothing in this agreement requires this progression in cases where more severe disciplinary action is appropriate.

**C. Response to Appeals from Written Reprimand.**

An employee who receives a written reprimand is afforded the right to have his or her written response attached to the reprimand and placed into his/her personnel file. The response must be submitted before the end of the fourteenth day following receipt of the reprimand by the employee. This is the only avenue of appeal for a written reprimand. If an employee submits a response, he/she may forward a copy of the response to Human Resources and the County Manager.

**D. Notice of Proposed Disciplinary Action for Demotions, Suspensions, Discharges, and Appeal.**

A management representative will be designated by the department head. The management representative must advise the employee in writing of the proposed action. The written statement must contain:

1. A description of the events which necessitated the proposed demotion, suspension or discharge.
2. A statement of the charges and the date of the proposed action.
3. Notification that the employee may review or make copies of available materials leading to the demotion, suspension or discharge.
4. The right of the employee to meet with the designated management representative and to submit in writing his or her response to the proposed action no later than the tenth calendar day following receipt of the notice. The time limit may be extended by written agreement.
5. Notice that if no response is received by the designated management representative from the Employee or his or her representative within the time period allowed, the County may impose the discipline as proposed and the employee waives all rights to appeal.
6. Notice that the employee has a right to be represented by the Association.
7. Notice that if the proposed disciplinary action is a suspension or termination of employment, the employee may be placed on unpaid administrative leave pending the employee's response.
8. Notice that the employee has the right to appeal.

**E. Employee's Response and Meeting.**

An employee's opportunity to respond to the designated management representative although essential to the process, is not intended to be an adversary hearing. The employee may:

1. Present witnesses in support of his or her opposition to the proposed demotion, suspension, or discharge.
2. Be accompanied and represented by a person of his/her choice during this procedure.

The limited nature of this response does not preclude management's authority to

initiate further investigation if the employee's version of the facts raises doubts as to the accuracy of the supervisor's information leading to the proposed discipline.

The County may institute the proposed discipline prior to the date of the meeting contemplated in (D)(4). If the discipline is overturned or reduced, the employee must be made whole for any unpaid administrative leave time lost during the response period, and any unpaid administrative leave served before the response hearing will be applied to an upheld or an unappealed suspension period.

**F. Employer Action.**

Following his/her review of a proposed disciplinary action, the designated management representative must issue a signed statement indicating his or her decision based on the employee's response.

1. If the proposed action is to be implemented, the specific charges against the employee and the effective date of the action will also be included.
2. The statement must be mailed by certified mail or be personally delivered to the employee no later than ten (10) days after the meeting with the employee or receipt of his/her response, whichever is later.
3. This statement must clearly inform the employee that the employee has the right to request an appeal hearing, if a request for a hearing is made in writing within ten (10) days after receipt of this notice.

**G. Appeal Procedure.**

This appeal procedure applies to cases of demotion, discharge and suspension without pay.

1. If, within the ten (10) day appeal period, the employee does not file an appeal, the action of the management representative is considered conclusive.
2. If, within the ten (10) day appeal period, the employee files a notice of appeal with the County Manager (with a copy to the Human Resources Manager), the County Manager or his/her designee will investigate the grievance and hold a meeting with the concerned parties within ten (10) days. A written answer will be provided to the grievant within ten (10) days of the meeting. The answer is final unless the grievant, through the Association, notifies the County Manager of his/her intention to appeal to the External Hearing Officer (EHO) by filing a Notice of Intent to Arbitrate with the Human Resources Manager within ten (10) days of receipt of the answer. Appeals of any disciplinary suspension, which when combined with previous disciplinary suspensions during the same calendar year total fewer than forty (40) working hours, are not eligible for appeal to the EHO.

**H. Investigatory Interviews.**

An employee about to undergo an investigatory interview may be accompanied by an Association representative and reasonable notice will be given. Reasonable notice means notification eighteen (18) hours prior to the actual meeting except when circumstances may require a prompt investigatory interview or the notice period is reduced by the employee.

**I. Notice of Behavior**

No document will be placed in an employee's personnel file(s) unless a copy has been presented to the employee and he or she has signed the original. An employee's signature on the original indicates the employee has received the document and does not signify that the employee agrees with the content thereof.

**ARTICLE 1920. REDUCTION IN FORCE**

**A. Procedure.**

If, due to lack of funds, lack of work, enhanced efficiency, or curtailment of operations it is necessary to reduce the Employer's work force, the appointing authority will determine the classifications and number of employees to be reduced. Layoffs within a classification will proceed in ascending order of seniority within the department, provided that the remaining employee(s) within that classification have demonstrated the ability to effectively perform the required work. Ability shall be determined based on the affected employee's most recent performance evaluations. For layoff purposes, seniority shall first be based on the amount of continuous service within all operations of County government. If seniority is equal, the employees to be laid off shall be determined by "past performance." No regular full-time employee shall be laid off or demoted while there are temporary or probationary employees serving in the same classification in the County, provided they are fully qualified to do the remaining work required to be performed as determined by the County.

**B. Notice.**

All regular employees due to be laid off shall be given written notice of such layoff at least thirty (30) calendar days prior to the effective date. After the County has notified the employees who are to be laid off, the County will provide a list of such employees to the Association along with the applicable seniority list(s). The Association may request to meet and discuss the layoffs with the County.

**C. Demotion In-lieu of Layoff.**

In lieu of being laid off, an employee may elect demotion to any class of a lower maximum salary within the same class series if such demotion is deemed feasible by the Employer. An employee who elects demotion in lieu of layoff shall be reinstated to his/her former class once the former position becomes available,

provided, however, the employees would be next hired according to reverse order of layoff. The commitment will extend for eighteen (18) months beyond the date of demotion.



**D. Reemployment.**

The names of regular employees laid off shall be placed on the reemployment list within the department which laid off the employee for the class or position involved in reverse order of termination. The names of the regular employees laid off will also be placed on a County-wide reemployment list in reverse order of termination and in the event there is a position in the County for which the employee is qualified, he/she may be offered that position with the approval of the hiring authority. The commitment will extend for eighteen (18) months beyond the date of layoff; provided any employee who fails to maintain updated contact information with the County or fails to respond to any inquiry from the County pursuant to this Article will be dropped from the reemployment list and forfeit all rights under this Article.

**E. Restoration of Benefits.**

Employees who are reemployed within eighteen (18) months after they are laid off will be entitled to reinstatement of accrued and unused sick leave remaining to their credit at the time of their layoff. These employees will resume the accumulation of continuous service credit and retain all previously accrued seniority rights, losing only the time when they were in the laid off status.

**ARTICLE 2021. CLASSIFICATIONS AND EMPLOYEE STATUS**

**A. New and Changed Classifications.**

The Employer shall notify the Association, in writing, of any proposed new or changed job title classifications. Within seven (7) days after receiving notification, the Association may request a meeting to discuss the changes with the Employer. Such meeting shall be scheduled within the following fourteen (14) days and all actions related to the discussions completed within thirty (30) days following original notice from the Employer.

**B. Reclassification Request.**

When there has been a change in the duties and/or responsibilities of a position, the affected employee may, at any time, request in writing a job audit through his/her Department Head. The employee must be notified of any action to be taken by the Employer, including the job audit, within a reasonable period of time not to exceed sixty (60) days of the employee's request.

**C. Transfers.**

When an employee is transferred to another position in the same or related class at the same grade level, the employee shall continue at his/her current rate of pay.

**D. Promotions.**

When an employee is promoted to a position in a higher pay grade, the employee shall be placed at the minimum of the new pay range. ~~In the event that the rate of pay does not provide a salary increase of 5% or more, the employee shall receive a promotional pay 10% increase in the employee's current wage, whichever is greater. An employee may receive a wage increase of 5% greater than 10% if the Department Head or Elected Official, in his or her sole discretion, believes the increase is necessary and obtains authorization from the County Manager. Any wage increase resulting in a wage greater than the midpoint of the new pay range must be approved by the Douglas County Board of Commissioners.~~ Any new pay rate, upon promotion, ~~shall~~must not exceed the maximum rate of the new pay range ~~per county policy~~. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase ~~should~~must be included in the base ~~salary~~wage before the 10% promotion-increase is calculated. Special salary adjustments ~~should~~must not be included in the employee's base wage rate for the purpose of calculating wage increases under Article 21.

**E. Progression of Positions within Job Families.**

The employer's classification plan contains Association positions that fall within job "families." Examples that illustrate job families for the Association include, but are not limited to: 1. Public Safety Dispatcher Trainee to Public Safety Dispatcher and 2. Utility Operator in Training/Utility Operator I/II, Building Maintenance Systems Technician I/II, Road Maintenance Operator/ Senior Operator, Park Ranger I/II/III, Trainee to Utility Systems Technician I to Utility Systems Technician II. Employees may progress within their job family ~~when at any time if~~ the employee's supervisor has determined that the employee has acquired the necessary skills and abilities of the higher level position within the job family. Each position's required skills and abilities are detailed in the County's job descriptions. ~~Job progressions will only occur concurrently with the job progression occurs at the time of the employee's eligibility for a merit increase. The annual performance evaluation, then the~~ pay grade adjustment associated with the job progression will occur after the merit salary increase adjustment. Progression within a job family is not a promotion nor does it require probation.

**F. Demotions.**

An employee reassigned by management to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of a layoff, for reasons of disability or incapacity, etc.) will receive a salary reduction commensurate with the specific job duties as determined by the employer. An employee reassigned to a position in a lower classification because of a reorganization will receive a salary reduction of no more than 15% from the employee's current salary at the time the reorganization is implemented. The anniversary date for future salary increase consideration changes shall be the date of demotion in accordance with County

policy for demotions other than those that are voluntary or due to a reorganization.

**G. Reclassifications.**

If a reclassification results in an employee's position being downgraded within the compensation plan, and the employee's current ~~pay rate~~wage is within the new, lower salary range, there will be no change in the employee's pay. If ~~his/her pay rate~~the employee's wage is higher than the new salary range maximum, ~~his/her salary~~the employee's wage will not be reduced. No pay increase will be granted to such an employee as long as ~~his/her salary~~the employee's wage is at or above the top of the new salary range. If the employee's ~~salary~~wage is currently below the minimum of the new range, the employee's salary will be increased to meet the minimum ~~rate in accordance with County policy~~wage rate.

## H. Probationary Period.

1. *Initial Probation.* Upon initial appointment, all unit employees will serve the equivalent of twenty-six complete biweekly pay periods of full-time service as a probationary period, during which time the employee may be dismissed without cause or right of appeal. The appointing authority will give the employee a performance assessment at the end of thirteen (13) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or to continue probation for the twenty-six (26) complete biweekly pay periods. The employer will provide tools to supervisors to encourage ongoing feedback regarding performance of new hires. The County will inform supervisors and the appointing authority of the option to end probation after thirteen (13) complete biweekly pay periods. Failure to give an employee an assessment after six (6) months of employment is not grounds for ending the probationary period nor does it affect the employee's probationary status.

2. *Promotional Probation.* Upon promotion to a classification with a higher salary schedule, a unit employee will serve the standard thirteen (13) complete biweekly pay periods of full-time service as a probationary period. The appointing authority will give the employee a performance assessment at the end of seven (7) complete biweekly pay periods. The appointing authority has the option to end probation after the assessment or continue the probation. Either the manager may demote the employee or the employee may voluntarily demote before the end of the seventh complete biweekly pay period of his/her qualifying period, to the position and salary previously held. Either way, the employee may return without penalty.

a. *Employees who had regular status in previous position.* An employee who fails to pass probation but who had status as a regular non-probationary employee in a previous classification will have a right to return to a position in that classification if available. Such removal from the higher classification is without cause or right of appeal.

b. *Employees who do not have regular status in a previous position.* An employee who fails to pass probation and has no regular employment status in another classification in the County, will be dismissed from employment without cause or right of appeal. An employee who has not successfully completed an initial probationary period in his or her previous classification, does not have a right to return to that previous classification.

c. *Employees Rehired After Termination During the Promotional Probation Period.* An employee who fails to pass the promotional probation and whose employment is terminated pursuant to this subsection, but who is rehired by the County for a different position within six (6) months of the date of the termination of the employee's employment, will resume the accumulation of continuous service credit and retain all previously accrued seniority rights.

excepting only the time between the date of the termination of the employee's employment and the date the employee is rehired.

#### **ARTICLE ~~21~~22. EFFECTS OF SUBCONTRACTING**

Employer agrees to notify the Association twenty-one (21) days prior to subcontracting work currently performed by unit members which will cause the layoff of those unit employees. Provided the Association submits a response within ten (10) days of the notice, the Employer will consider the Association's response prior to subcontracting any Association work. -Upon written request from the Association, the Employer agrees to meet and negotiate the impact and effects of such planned subcontracting on the affected Association members.

#### **ARTICLE ~~22~~23. LABOR MANAGEMENT COMMITTEE**

##### **A. Representatives and Function.**

A committee of two (2) representatives of the Employer and two (2) representatives of the Association shall meet upon the request of either party. The meetings will be held at mutually agreed times and places, and shall be for the purpose of:

1. Discussing the administration of this Agreement.
2. Exchange of general information of interest to both parties.
3. Giving the Association representatives the opportunity to share the views of their members or make suggestions on subjects of interest to their members.
4. Improving County services.
5. Increasing efficiency and effectiveness of County operations.
6. Pay for Performance System.
7. County Uniform Policy; and
8. Tuition Reimbursement Policy.

##### **B. Notice of Issues.**

Any issues to be discussed shall be advanced by the requesting party to the other at least seventy-two (72) hours prior to the scheduled meeting.

##### **C. Recommendations.**

Any conclusions or mutual recommendations of this Committee shall be reduced to writing.

**D. Advisory Function.**

The Labor Management Committee shall be advisory only and shall not engage in collective bargaining or reach any agreements to amend the contract.

**E. Chairperson.**

The initial Chairperson shall be an Association representative and thereafter the Chair shall rotate at six (6) month intervals between the ~~two sides~~ Association and the Employer.

**F. Attendance by Other Persons.**

Additional persons may attend the Labor-Management meetings at the request of either party to present information to the committee members.

**G. Fiscal Issues.**

If Employer experiences sustainable financial growth (i.e., ongoing revenues of Employer are significantly larger than actual expenses), then the parties agree to meet and discuss whether the Employer has the financial ability to change the monetary benefits to employees.

**ARTICLE ~~23~~24. UNIFORM ALLOWANCE**

**A. Uniforms.**

Association personnel required to wear uniforms shall be provided with those uniforms by the County. If the County provides uniforms through a uniform service (outside contractor), the County will cover the cost to clean the uniforms on a schedule determined by the department. If the County purchases uniforms, Association personnel are responsible to clean the uniforms. The County agrees to meet and confer with the Association prior to implementing changes to the County Uniform Policy.

**B. Safety Footwear.**

Where steel-toed or safety footwear is required for County duty, the County will provide a footwear allowance of up to one hundred fifty dollars \$150.00 every ~~two years~~ year based upon receipts or other documentation to reimburse the employee for the difference in price between steel-toed equipped footwear and similar acceptable footwear without steel toe protection. The ~~two one~~ year period will be calculated from the date the employee last received a footwear allowance ~~of the full \$150 or received that amount cumulatively; provided that. However,~~ the employee will receive up to the full allowance at any time his/her steel-toed or safety footwear is damaged so as to render the footwear unserviceable (excluding normal wear and tear as determined by the Department Head) while the employee is performing his/her duties provided that, within twenty-four (24) hours ~~notification to the~~ of the damage, the employee notifies the employee's Department Head or

Supervisor of the on-the-job damage to the footwear. The Department Head shall identify the positions which are eligible for the allowance. Footwear purchased under this section must comply with applicable safety standards established by the County or with OSHA standards. An additional \$50 per year for foul weather gear will be provided to the designated employee classifications for the authorized gear listed in the attached Appendix ~~A~~ "B."

**C. Personal Property.**

Upon approval of the employee's supervisor or Department Head, the County will reimburse an employee for the cost of repairing or replacing watches or prescription eyeglasses/contact lenses that were damaged or stolen while the employee is performing his/her duties, within twenty-four (24) hours notification to the Department Head or supervisor as follows:

1. Watches up to \$50; and,
2. Prescription eyeglasses/contact lenses up to 50% of the repair or replacement cost up to the maximum of \$300. The County's maximum share is \$150, but the County will pay the first \$100 for repair or replacement.
3. In the case of watches and prescription eyeglasses/contact lenses that are lost or stolen, this benefit is limited to one time per year, and the year will be calculated on a rolling basis.

4. The employee shall provide a receipt to the County (for damaged and stolen property) and a copy of Police Report (for stolen property) prior to any reimbursement under this section.

**ARTICLE 2425. TUITION REIMBURSEMENT**

To encourage improvement of the County's workforce, the County will reimburse 100% of the cost (e.g., registration, tuition, books, lab fees) for any educational course or class an employee is directed in writing to attend by an employee's supervisor or Department Head. For any course requested by an employee and approved in writing by an employee's supervisor or Department head, tuition reimbursement shall be in accordance with County policy. The County agrees to meet and confer with the Association prior to implementing changes to the County Tuition Reimbursement Policy.

**ARTICLE 2526. PEACEFUL PERFORMANCE**

- A.** The parties to this Agreement recognize and acknowledge that the services performed by the employees covered by this Agreement are essential to the public health, safety and general welfare of the residents of the County of Douglas. The

Association agrees that under no circumstances will the Association recommend, encourage, cause or permit its members to initiate, participate in, nor will any member of the Association take part in any:

1. strike.
2. sit-down.
3. stay-in.
4. sick-out.
5. slow-down.
6. picketing in connection with a labor dispute (hereinafter collectively referred to as a work-stoppage) in any office or department of the County.
7. curtail any work.
8. restrict any production.
9. interfere with any operation of the Employer.

- B.** In the event of any such work-stoppage by any member of the Association, the Employer shall not be required to negotiate on the merits of any dispute which may have given rise to such work-stoppage until said work-stoppage has ceased.
- C.** In the event of any work-stoppage during the term of this Agreement, whether by the Association or by any member of the Association, the Association by its officers, shall immediately declare in writing to the Employer's Authorized Agent that such work stoppage is in violation of this Agreement and unauthorized, and further direct its members in writing to cease the said conduct and resume work. Copies of such written notice shall be served upon the Employer. In the event of any work-stoppage, if the Association promptly and in good faith, performs the obligations of this paragraph, and providing the Association had not otherwise authorized, permitted or encouraged such work-stoppage, the Association shall not be liable for any damages caused by the violation of this provision. However, the Employer shall have the right to discipline, to include discharge, any employee who instigates, participates in or gives leadership to, any work-stoppage activity herein prohibited, and the Employer shall have the right to seek full legal redress, including damages, against any such employee.
- D.** The employer agrees not to lock out during the term of this Agreement.

#### **ARTICLE 2627. ENTIRE AGREEMENT, MODIFICATION AND WAIVER**

- A.** It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein and all other topics subject to bargaining, and therefore any other prior or existing understanding or agreement by the parties, whether formal or informal, written or unwritten, regarding such matters are hereby superseded or terminated in their entirety.



Those topics in the County's Personnel Code pertaining to members of this Association which are not superseded hereby and which are specifically stated as covered within the mandatory scope of bargaining as listed in NRS 288.150(2), shall not be changed without prior discussion and negotiation with the Association.

- B. It is agreed and understood that during the negotiations which culminated in this Agreement, each party enjoyed and exercised without restraint, except as provided by law, the right and opportunity to make demands and proposals or counter proposals with respect to any matter subject to bargaining and that the understandings and agreements arrived at after the exercise of that right are set forth in this Agreement.

Except as required by this agreement and NRS 288, the parties agree that neither party is required to negotiate any subject or matter.

- C. Any agreement, alteration, understanding, waiver or modification of any of the terms or provisions contained in this Agreement shall not be binding on the parties unless made and signed in writing by all of the parties to this Agreement, and if required, approved and implemented by the Board of Commissioners.
- D. The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

#### **ARTICLE ~~27~~28. DRUG TESTING**

The County's drug and alcohol testing policy shall be in effect. The parties will meet and confer if substantial changes regarding discipline are proposed by the County. However, if state or federal law requires the County to make those changes, the changes will be implemented as required and within applicable time frames. Nothing in this article shall preclude an employee or the Association from appealing disciplinary action pursuant to Article ~~18~~19.

#### **ARTICLE ~~28~~29. SAFETY COMMITTEE**

The Douglas County Safety Committee is composed of employees from various departments and functions as an advisory body and makes recommendations to the Employer regarding the Douglas County Safety Program. The Association will designate two individuals to sit on the Safety Committee and, once reviewed by the County Manager, those individuals will serve on the committee.

**ARTICLE 2930. SAVINGS PROVISION**

A. Should any provision of the Agreement be found to be in contradiction of any Federal law or State law, by a court of competent jurisdiction, such particular provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect until otherwise canceled or amended. In the event that any provision shall be held unlawful and unenforceable by a court of competent jurisdiction, the parties agree to meet forthwith for the purpose of negotiating such provision in an attempt to reach a valid agreement.

B. In the event that Section A above is ~~affected if impacted by a change to~~ Chapter 288 of the Nevada Revised Statutes ~~is amended~~, the County and ~~the~~ Association ~~negotiating teams~~ will meet at the request of either party to discuss the impact of the change in Chapter 288 of the Nevada Revised Statutes on the current negotiated agreement.

~~C. The fiscal provisions of this Agreement shall be in effect from the first full pay period after July 01, 2012, unless otherwise stated in this agreement, through June 30, 2015. \_\_\_\_~~

**~~ARTICLE 30. SUNSET PROVISION~~**

~~Upon expiration of this 2012-2015 Agreement, the 2009-2011 Agreement as of June 30, 2011 will be reinstated until a successor agreement is reached. Furthermore, the one-time 1% salary increase, effective the first full pay period in January 2015, will remain in effect.~~

~~This Agreement shall remain in full force and effect during the negotiation. Unless otherwise noted herein, any changes caused by the approval of this Agreement shall be prospective and implemented as of the first day of the payroll period immediately succeeding July 01, 2012.~~

~~In recognition of the tentative agreement and recommendation of the above wages, hours and other terms and conditions of employment to their respective parties, the following negotiators have affixed their signature below.~~

**FOR THE EMPLOYER:**

**FOR THE ASSOCIATION:**

\_\_\_\_\_  
Doug Ritchie,

\_\_\_\_\_  
Shawnyne Garren

Douglas County Chief Negotiator  
Association Chief Negotiator

~~Tom Donaldson, DCEA Attorney~~

~~Robert Lee Benner, Jr.,~~ **FOR THE EMPLOYER** **FOR THE ASSOCIATION**

Doug N. Johnson, Chairman  
President  
Douglas County Board of Commissioners

~~Dominick Macaluso~~ Shawnyne Garren,  
Douglas County Employees Association

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT**

APPENDIX “A”  
SALARY RANGES

## APPENDIX "B"

Authorized gear consists of insulated pants, jacket, gloves, boots and hat. The ~~DCEA~~represented Douglas County positions that are eligible to receive the foul weather allowance are listed below:

- Animal Services Officer
- ~~Equipment~~Fleet Services Master Technician~~Master~~
- Fleet Services Master Technician Senior
- Electrical Instrumentation Technician
- ~~Kenel Maintenance~~Animal Care Assistant
- ~~Maintenance Technician I/II/III~~
- Maintenance Specialist I/II/III
- Maintenance Assistant I/II/IIISpecialist Senior
- Park Ranger I/II/III
- Road Maintenance Operator~~Senior~~
- ~~Signal Light~~Road Maintenance Operator Senior
- Road Sign Maintenance Specialist
- Road Maintenance TechnicianCoordinator
- Telecommunications Technician
- ~~Utility System~~System Technician I/II/III
- Utility Systems Technician Trainee
- Utility Systems Technician I
- Utility Systems Technician II
- Utility Systems Technician Senior
- Weed Control Program Coordinator